

## INFORMATION SHEET 3.1-6

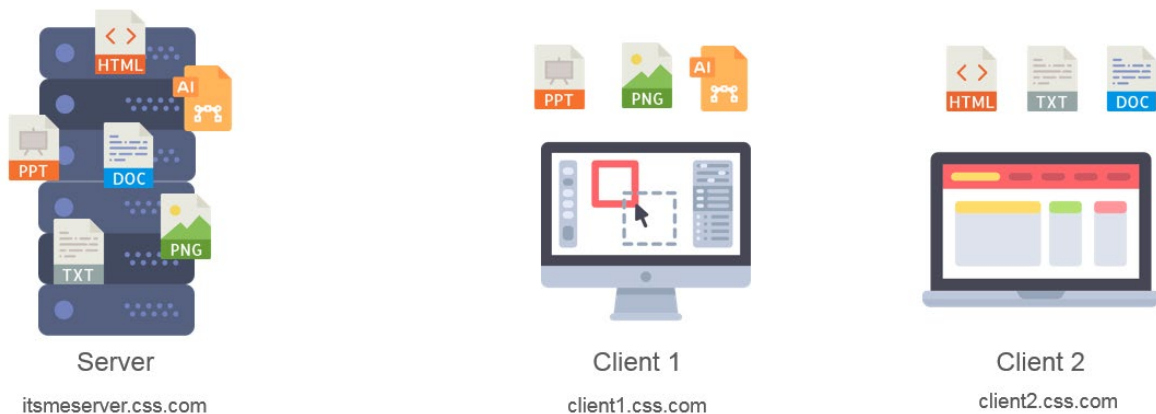
### Folder Redirection


#### LEARNING OBJECTIVES

After reading this **INFORMATION SHEET, STUDENT(S) MUST** be able to:

1. Understand the valuable meaning and advantage of performing folder redirection.
2. Know how to configure folder redirection.

Folder Redirection allows you as an administrator to point a number of special folders, such as Documents, Music and Downloads, to locations of your choice. The most common use of this is to locate folders such as My Documents on a network share so that it can be centrally backed up.




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As of Windows Server 2008 R2, the folders you can redirect are as follow

- AppData (Roaming)
- Desktop
- Start Menu
- Documents
- Pictures
- Music
- Video
- Favorites
- Contacts
- Downloads
- Links
- Searches
- Saved Games

One of the most useful things you can do is redirecting the Documents folder (or My Documents for Windows XP and earlier). This allows you to store a user's files on a network share, rather than in their local user profile. This has a number of advantages, including allowing you to back up these files centrally, and giving users access to their files even if they log on to a number of different computers. You can couple Folder Redirection with Offline Files to ensure that people can continue to work on their files even when they are not connected to your network.

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## SETTING-UP FOLDER REDIRECTION

1. Create a folder in a server for file container.

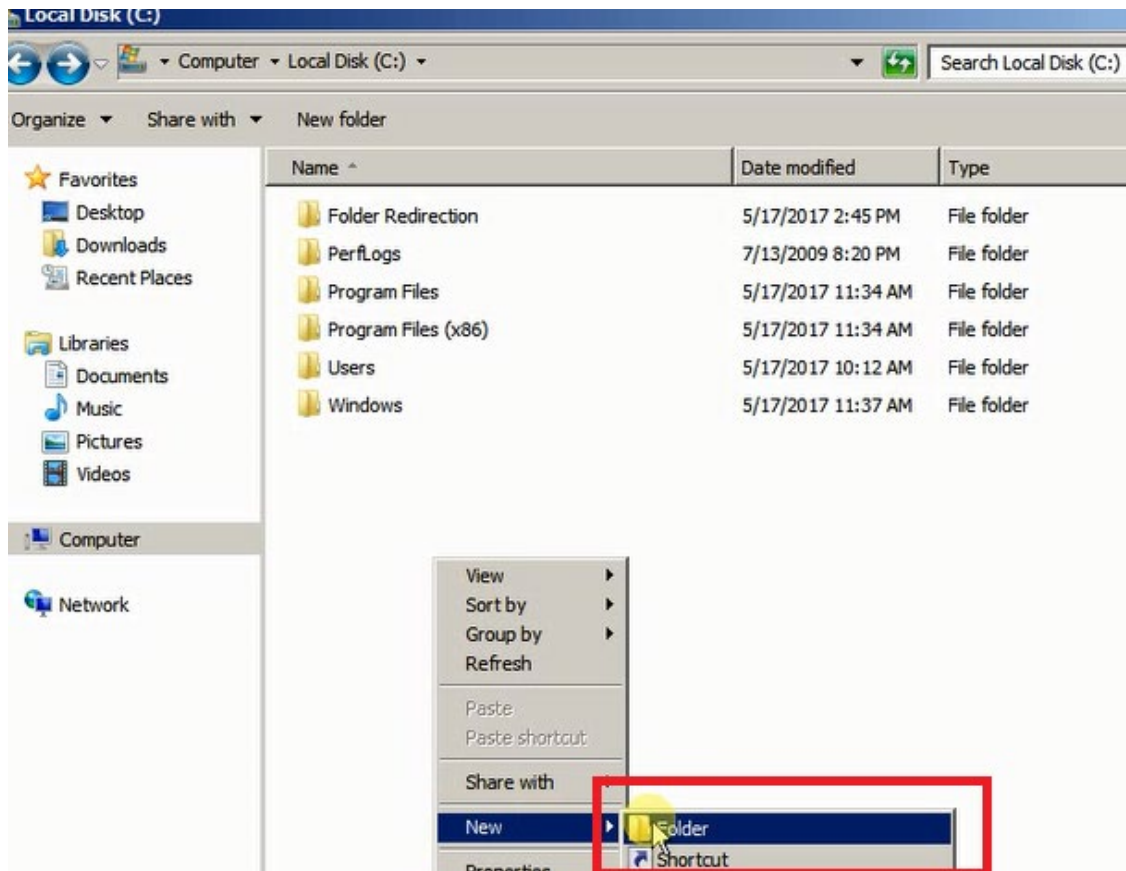



Image 1.1 Creating Folder

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2. **Right click** in new created folder > Click **Properties**

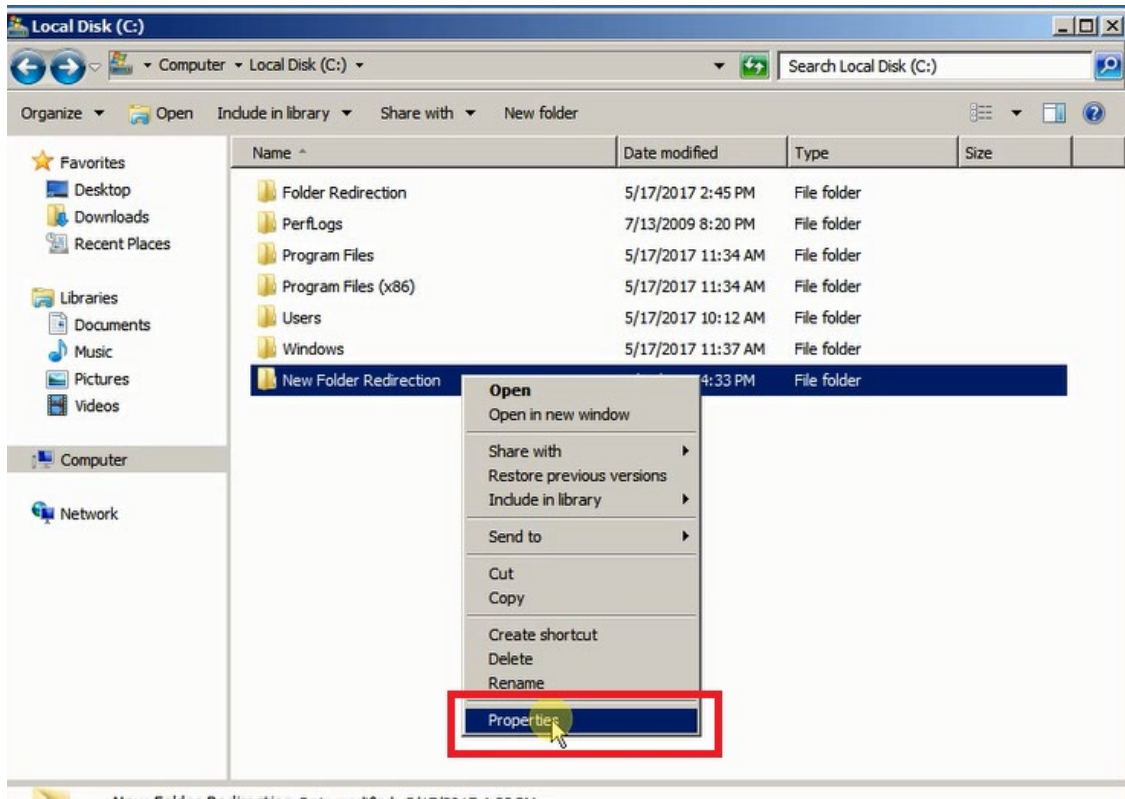



Image 1.2 Folder Properties

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3. Choose **sharing tab**> click **share**

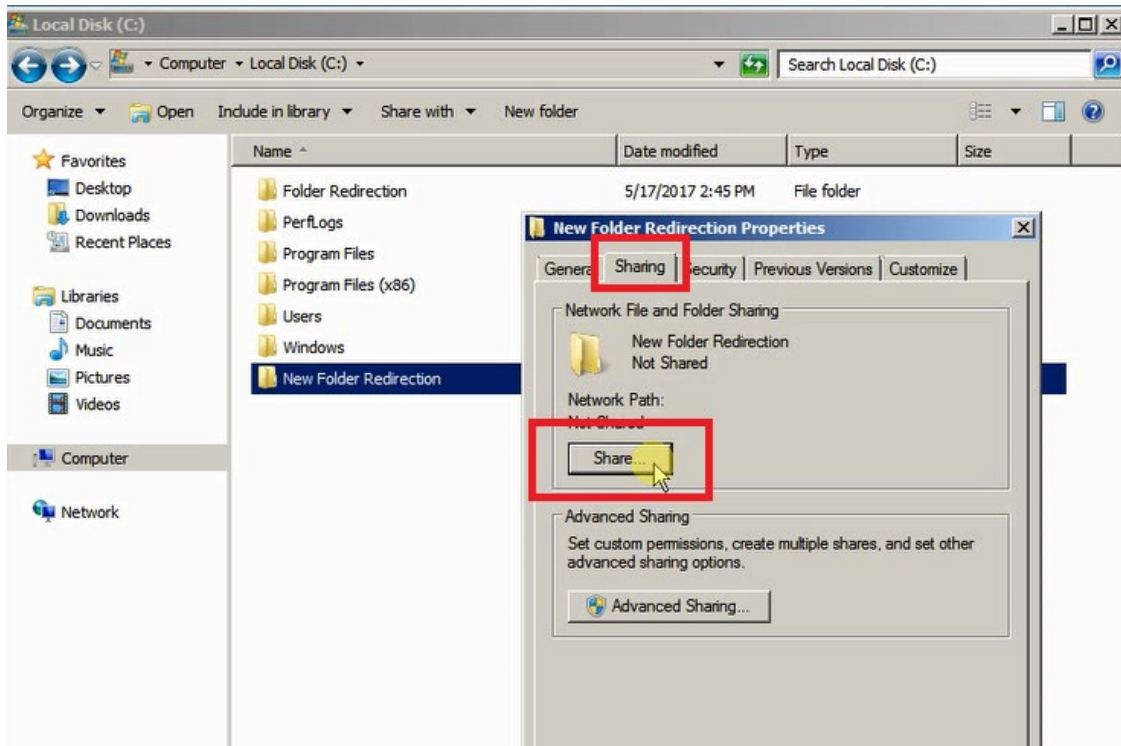



Image 1.3 Sharing Folder

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4. Click the **drop down** arrow then choose **everyone** then click **Add** (Image 4.2)

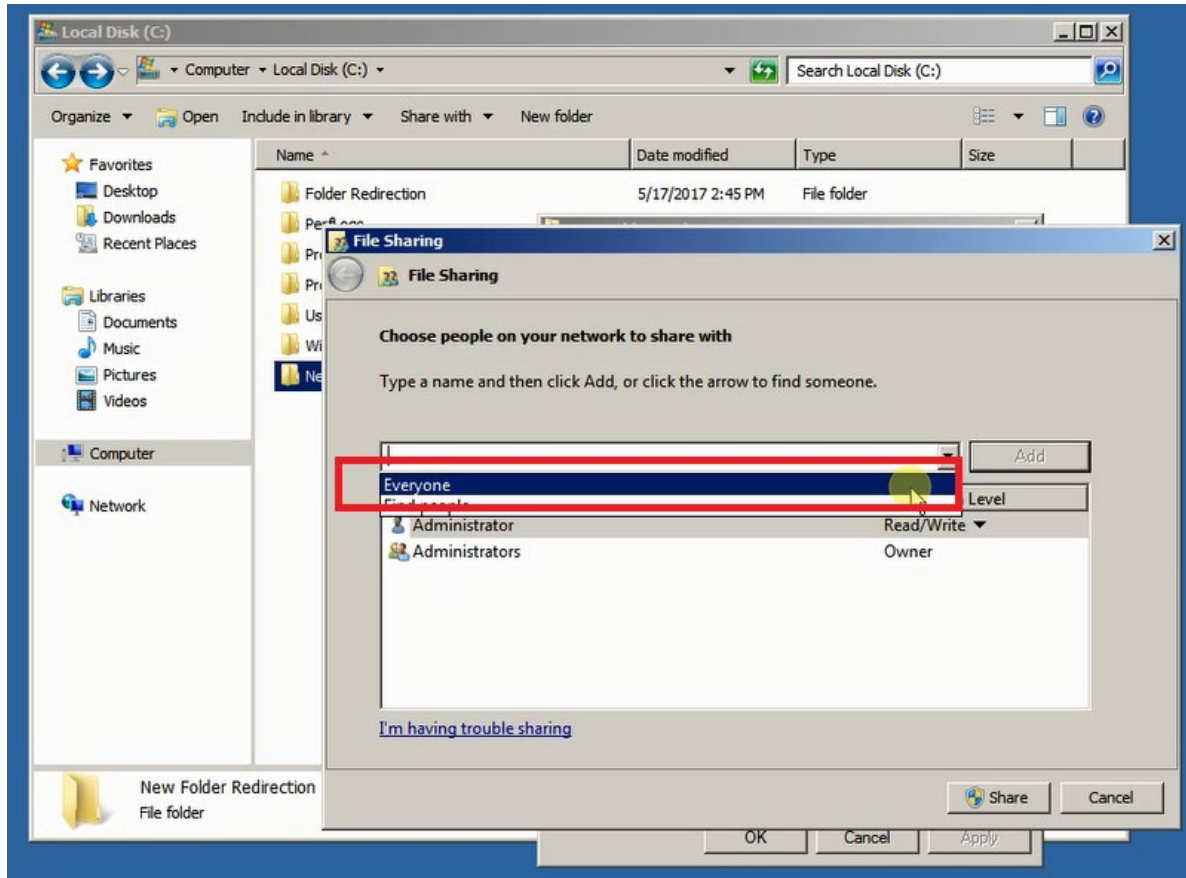



Image 4.1 Adding users or group

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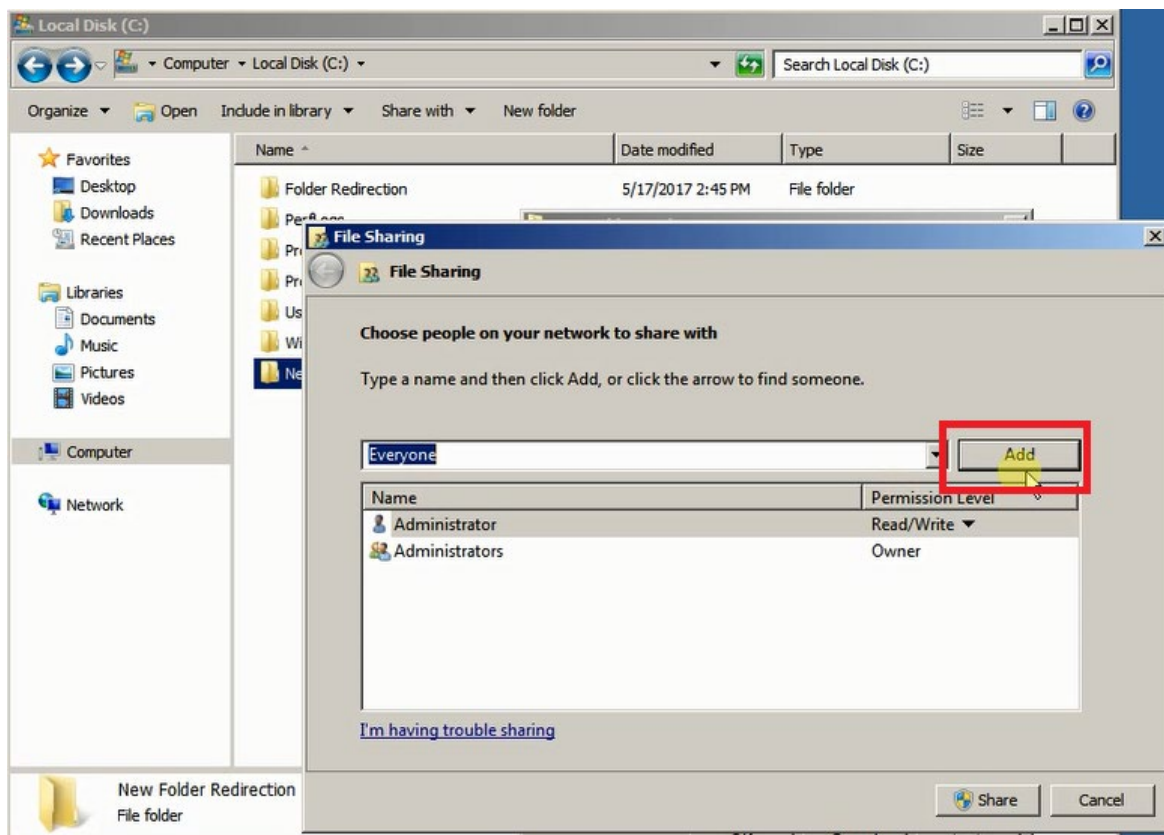


Image 4.2: Add Everyone

5. Set the permission level to **Read/Write** then click **Share** then click **Done** (Figure 5.2) to setting the permission level then click **Close** (Figure 5.3)

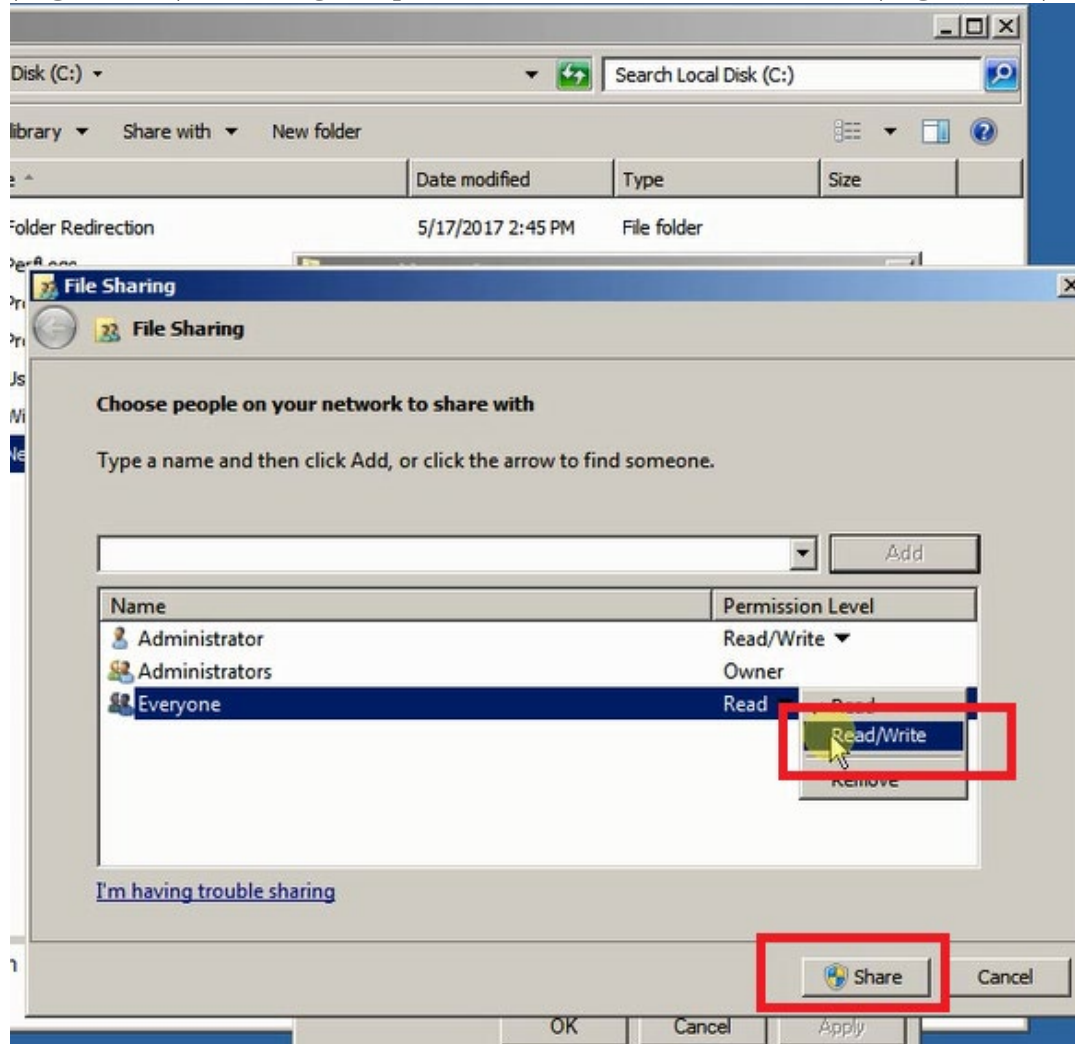


Figure 5.1: Setting the permission level



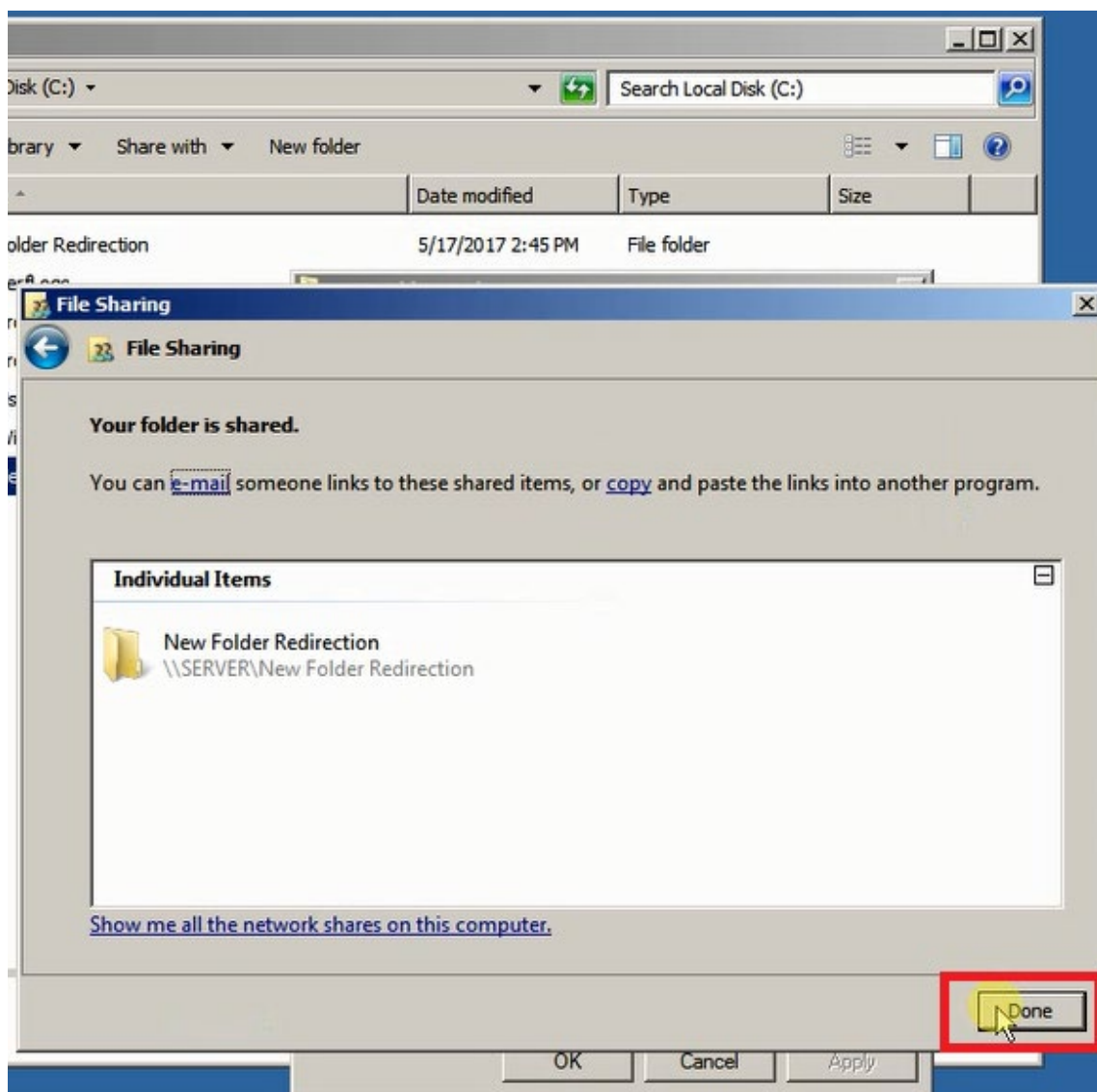



Figure 5.2: Closing File Sharing

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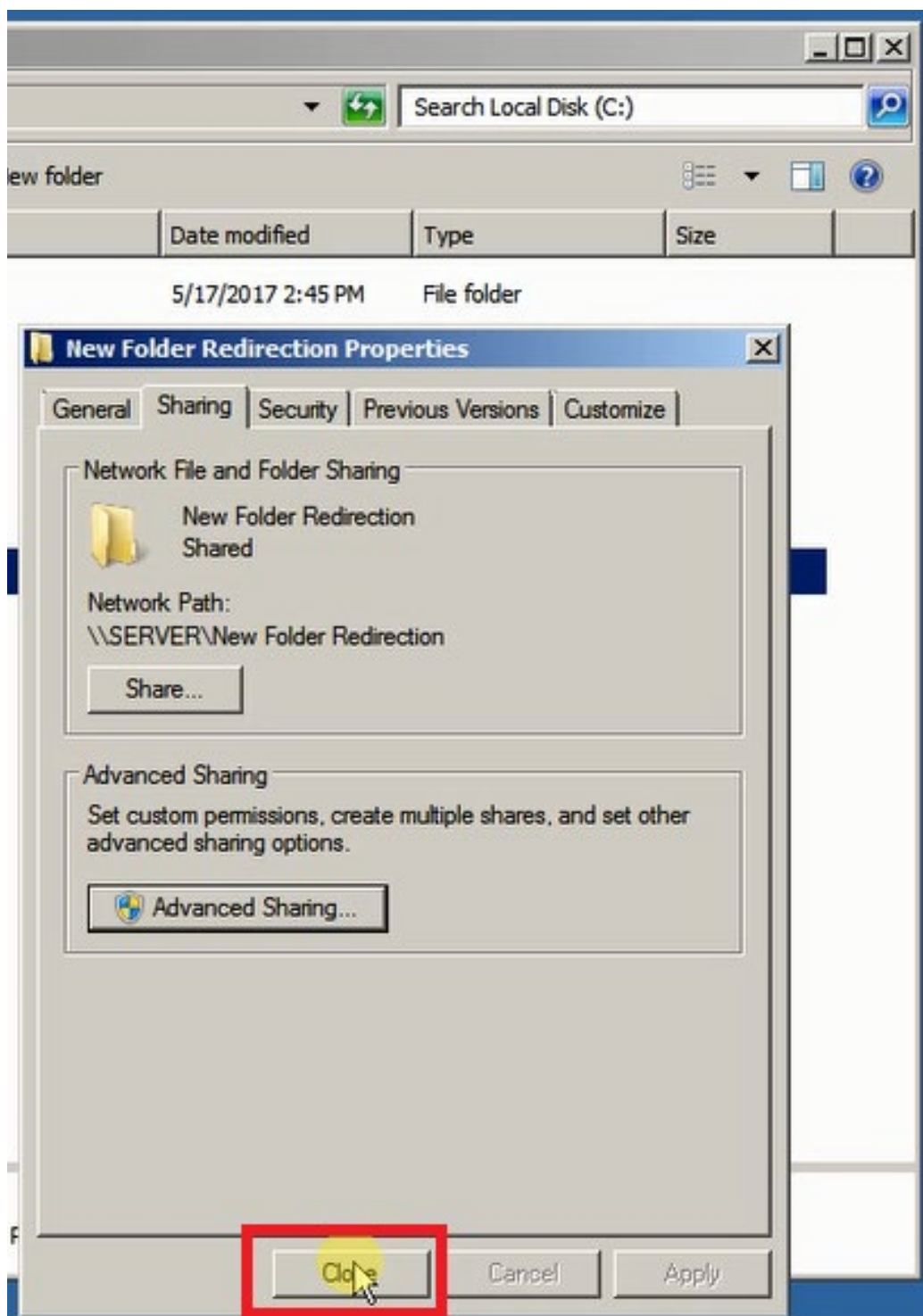



Figure 5.3: Closing the folder properties

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## 6. Open server manager

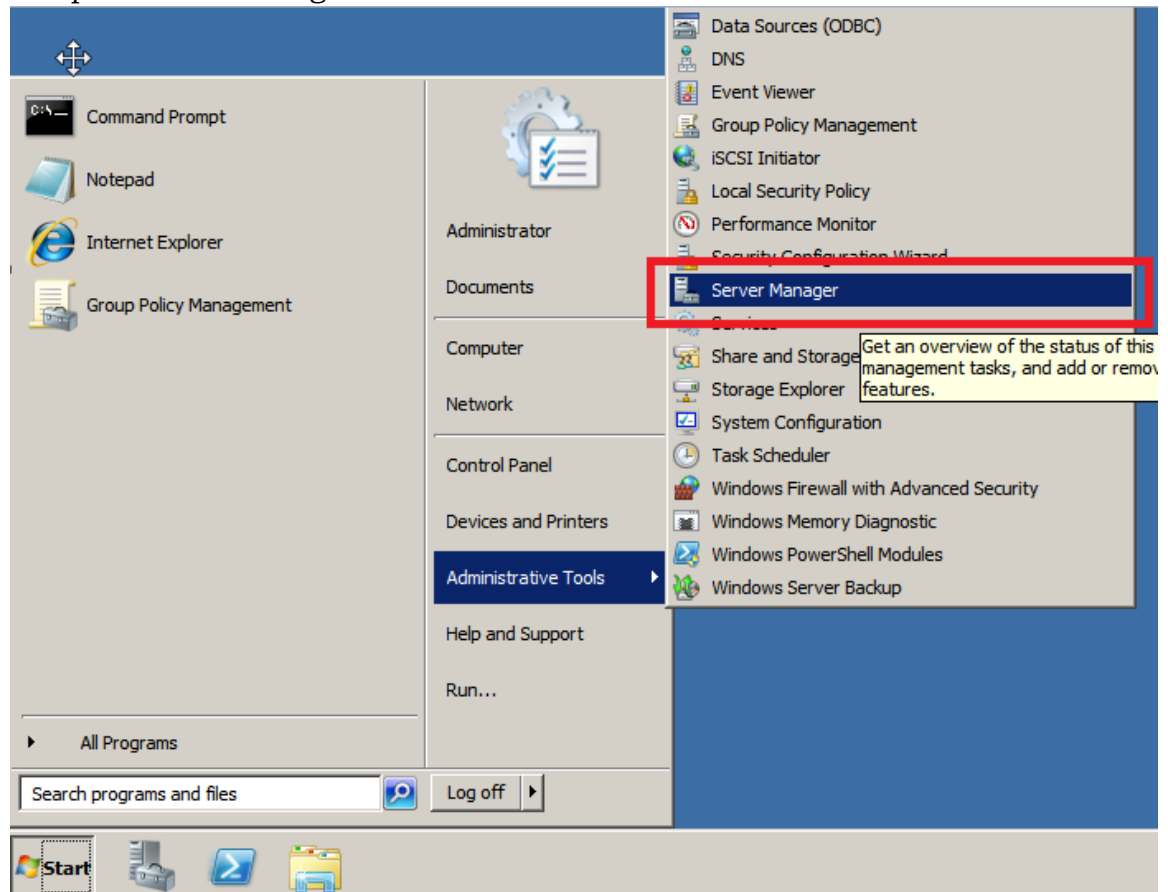




Image 6: Server Manager

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7. Click **Features** select **Group Policy Management** select **Forest (e.g. itsmeismael.com)** select **domain** then click your domain e.g. **itsmeismael.com**

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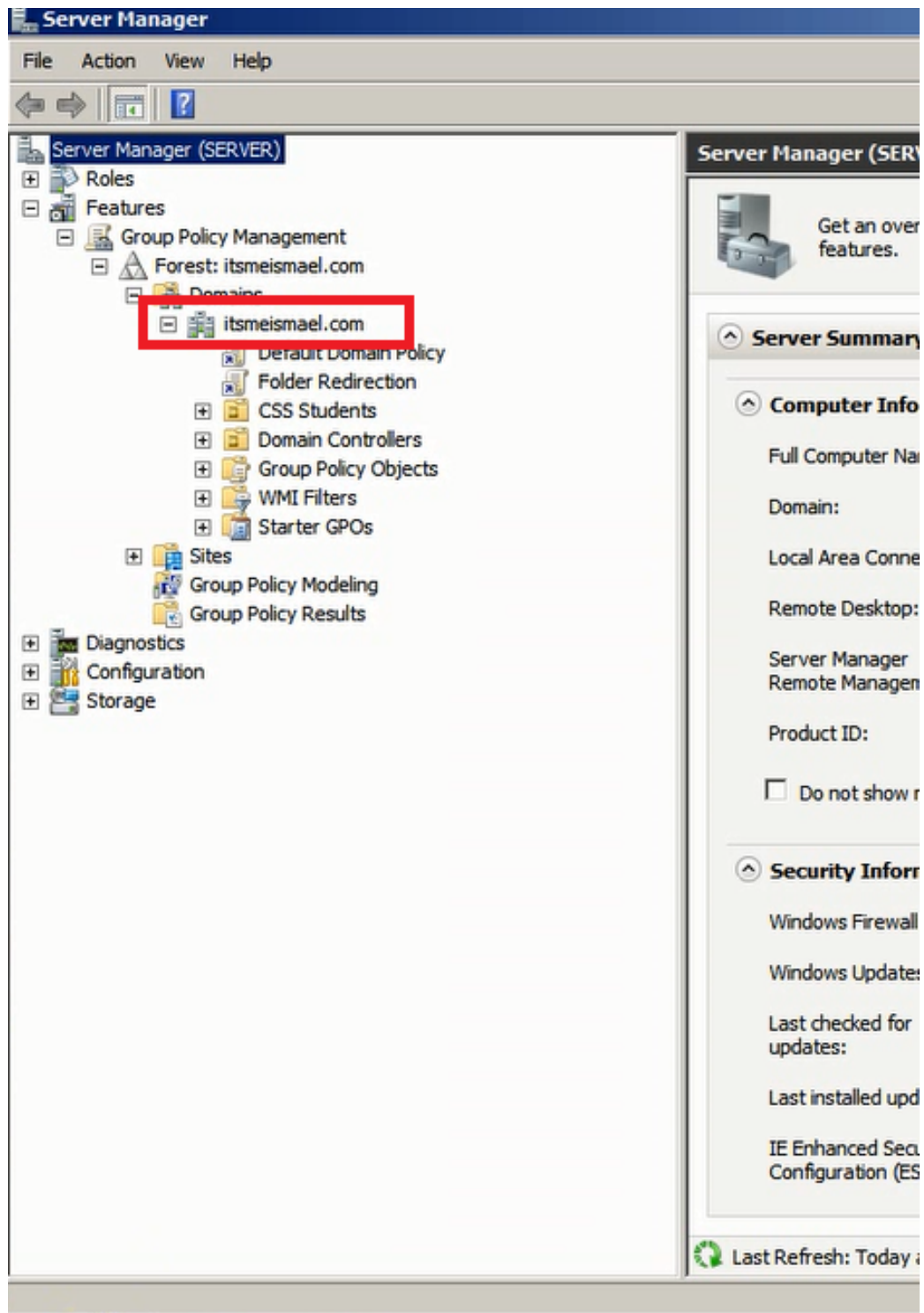



Image 7: Working with group policy management

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8. Right click in your domain (e.g itsmeismael.com) choose **Create a GPO in this domain, and Link it here...**

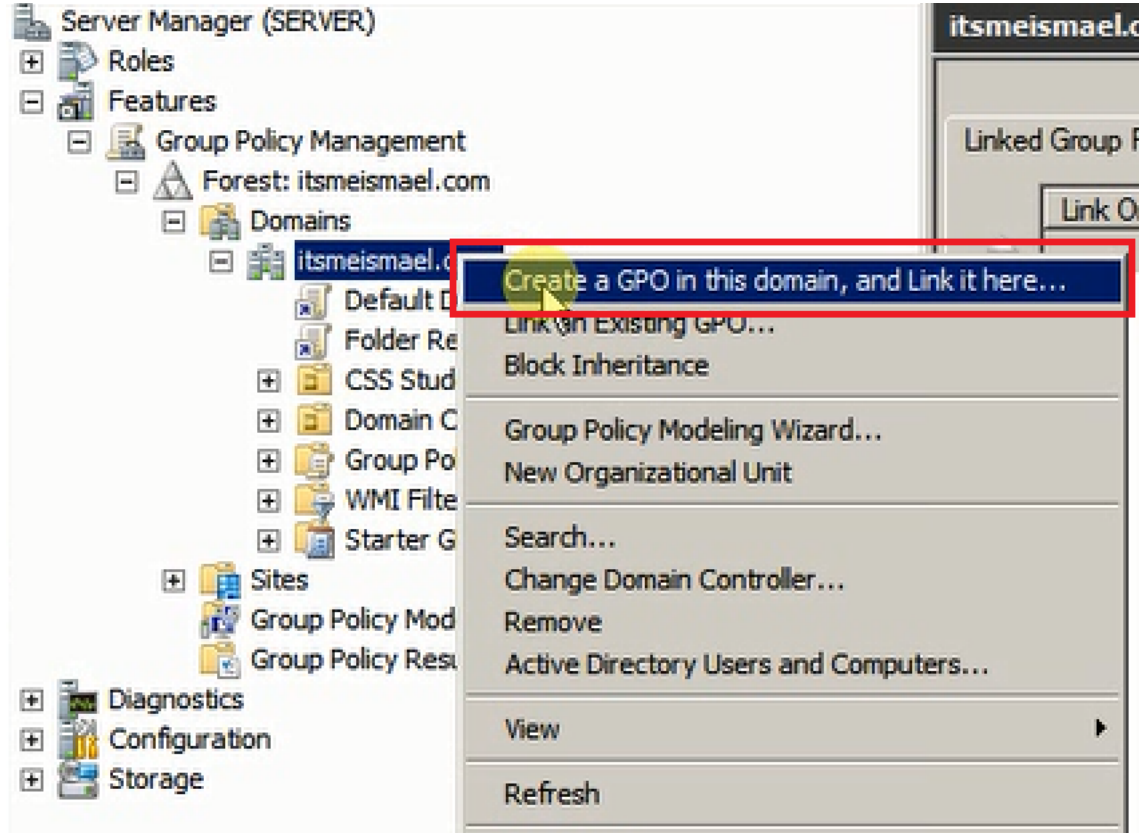


Image 8: Creating GPO

## 9. Create a name for new GPO

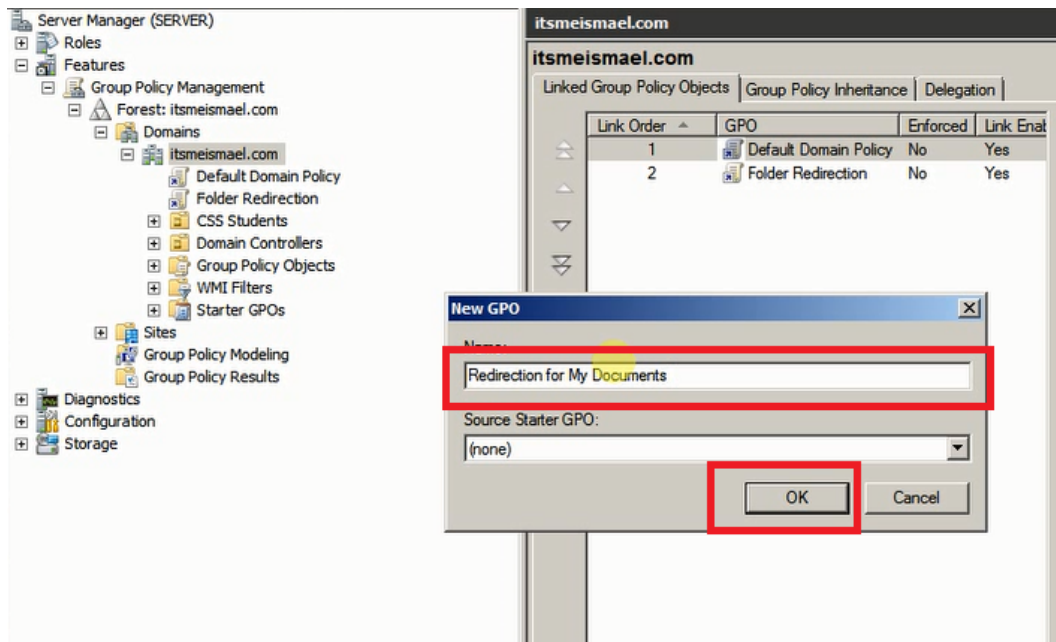


Image 9: Naming new group policy object

10. Right click in your newly created object then choose **Edit**

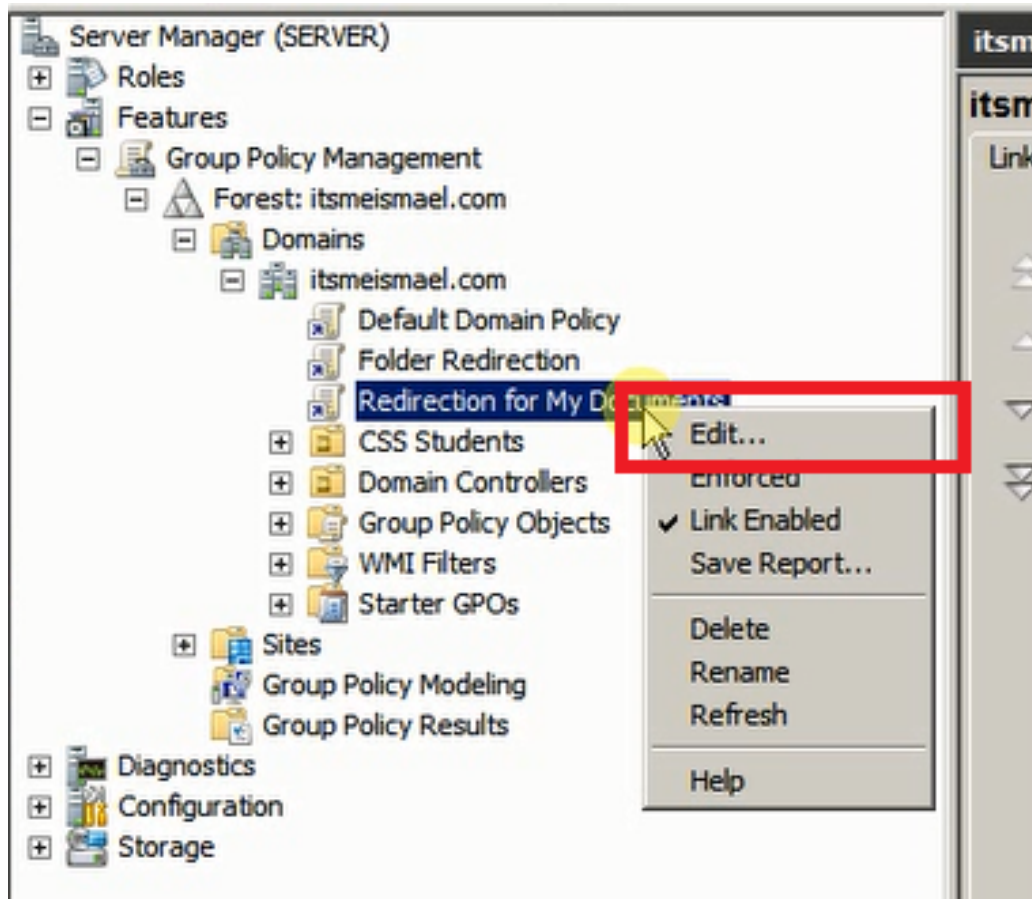


Image 10: Editing newly created object



11. Click (-) sign of **User Configuration** click (-) sign of **Policies** click Folder Redirection choose **Documents** then proceed to next step.

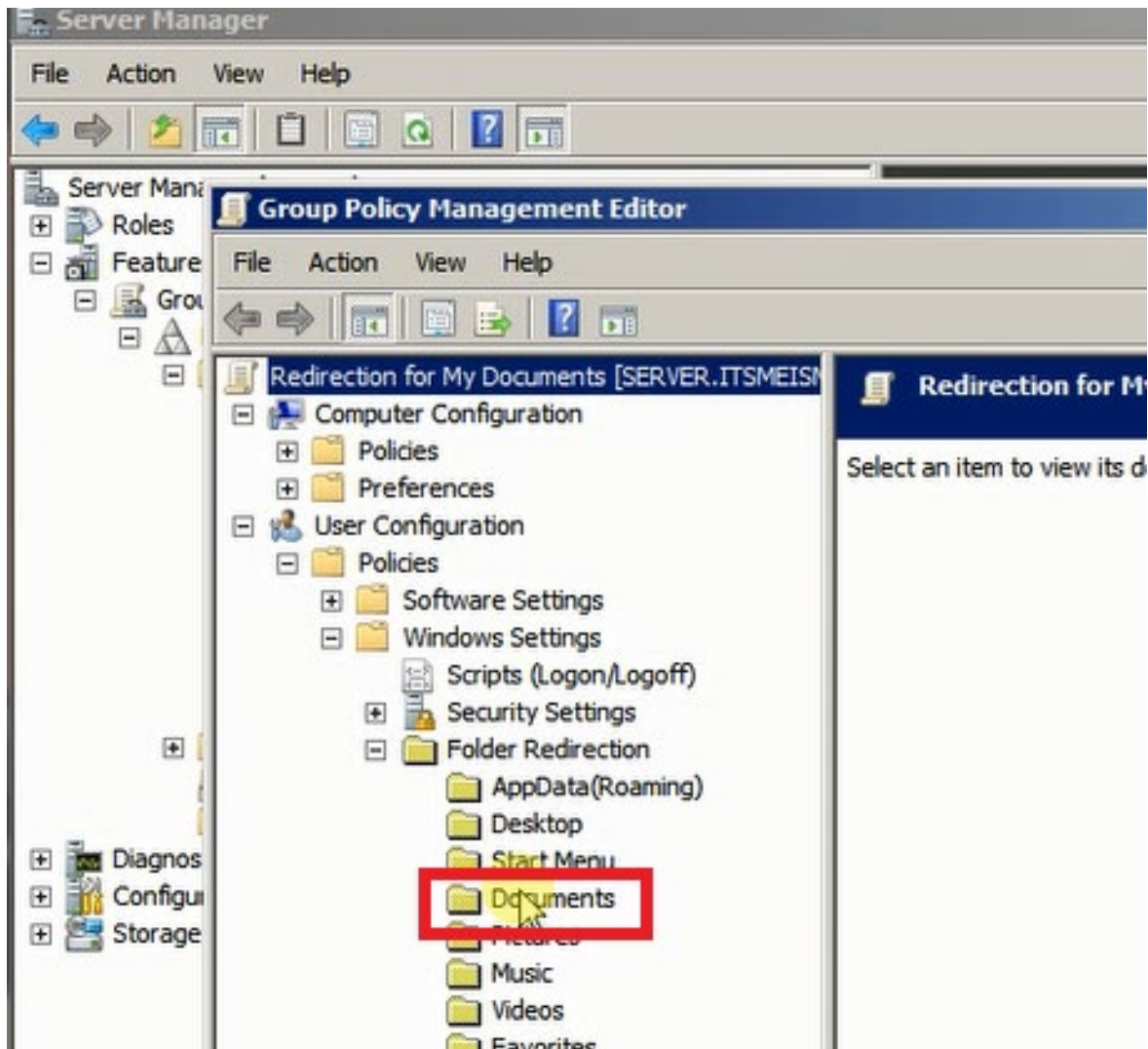



Image 11: Group Policy Management Editor

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12. Right click in **Document** then click **Properties**.

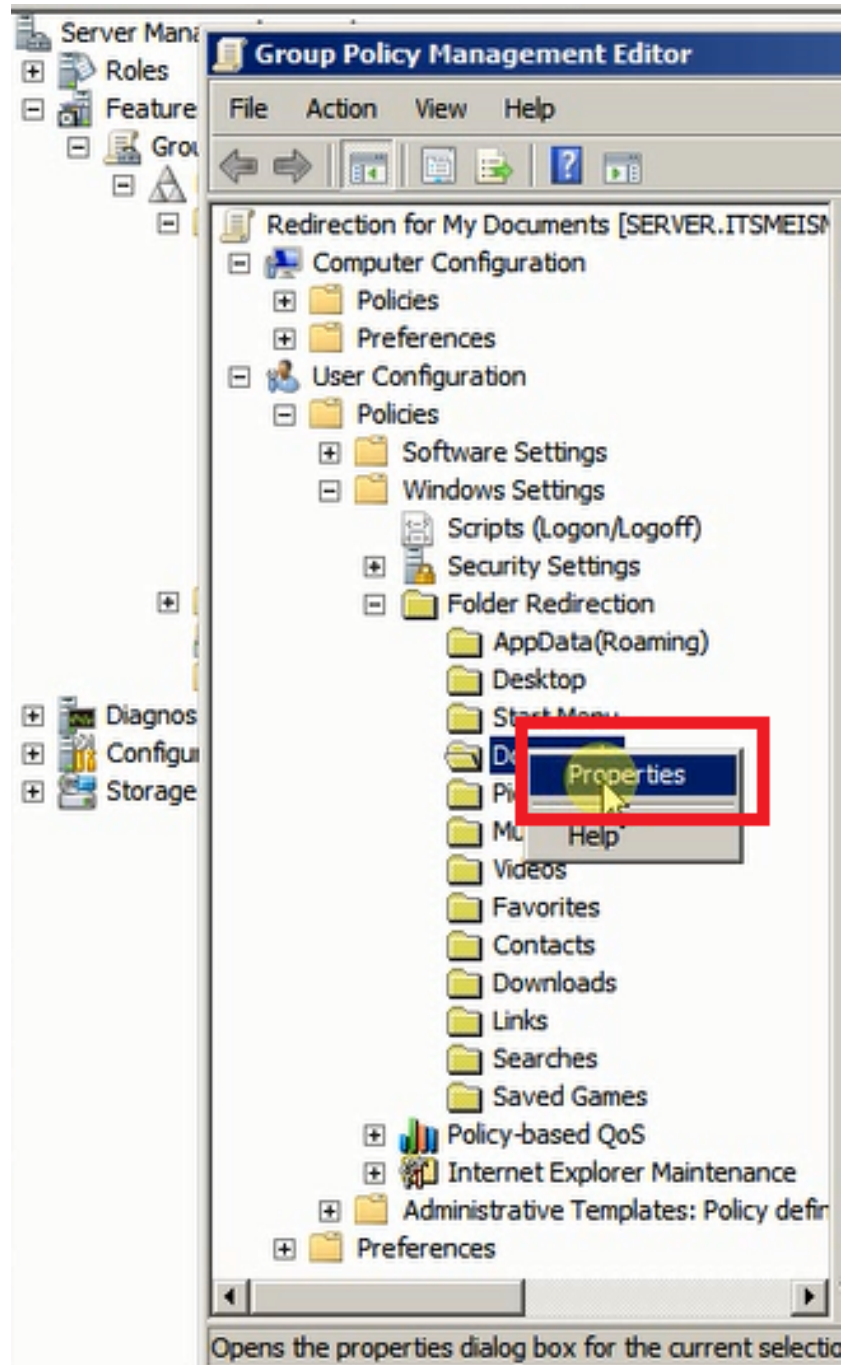



Image 12: Document properties

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13. Now choose Target tab then choose **Basic- Redirect everyone's folder to same location.**

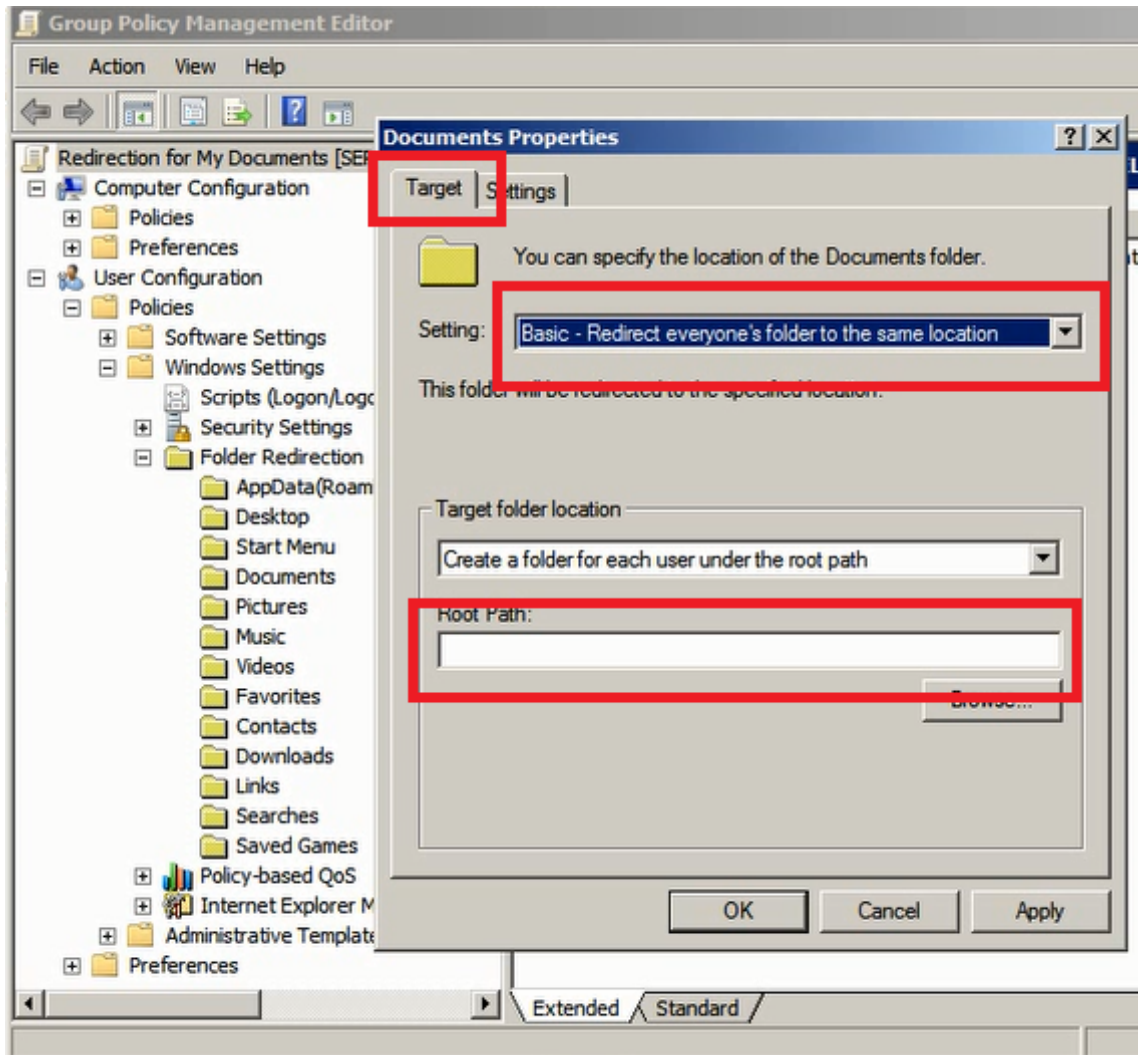


Image 13: Displaying Document Properties

14. Open your redirection folder then right click choose **Properties** then click **Sharing Tab** then copy your Network Path (e.g. \\SERVER\New Folder Redirection) then close the window. Then proceed to your target root path (Step no. 15)

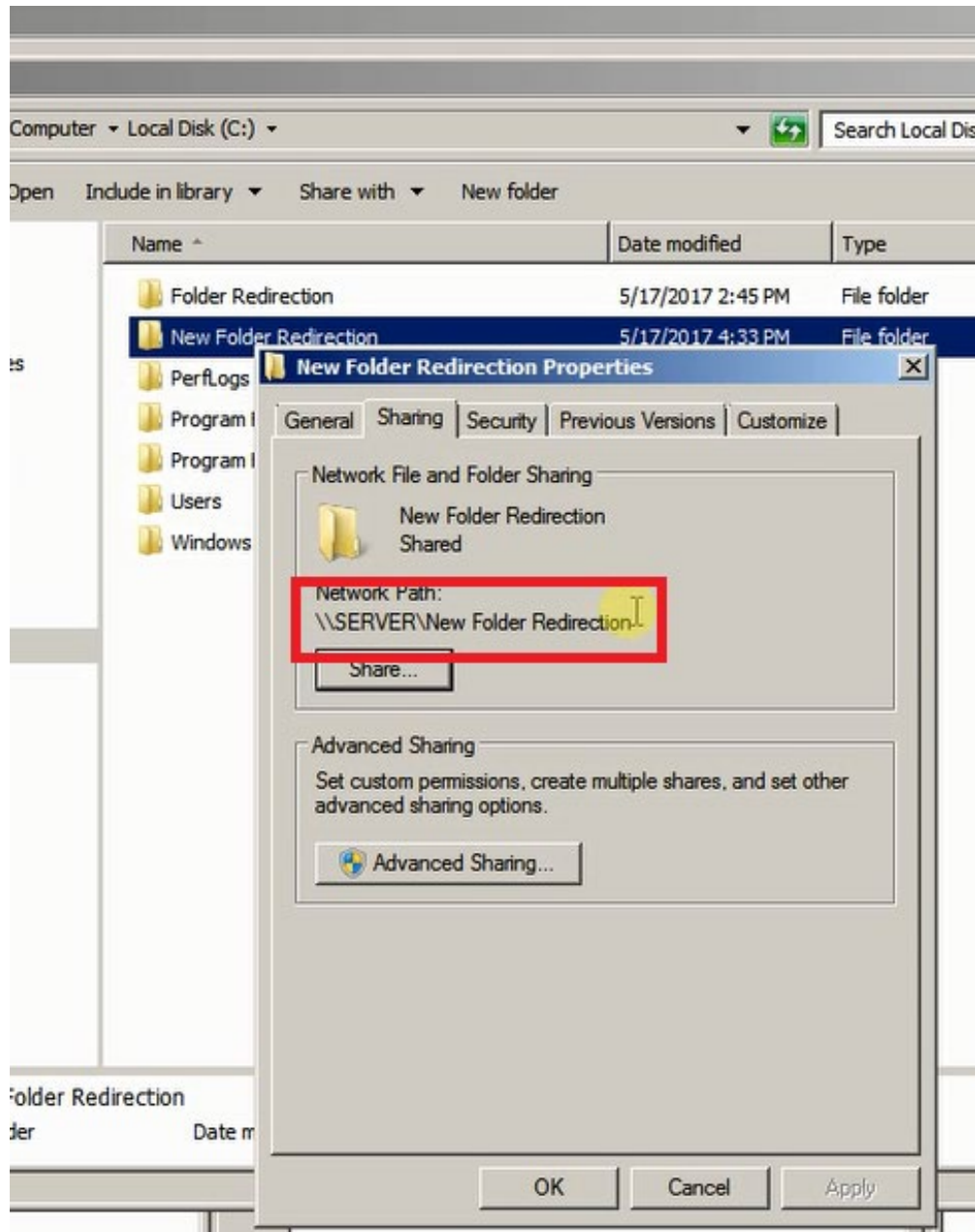


Image 14: Copying Network Path of assigned folder for redirection

15. Paste the copied network path on to your **Root Path** click **Apply** then click **OK** to exit.

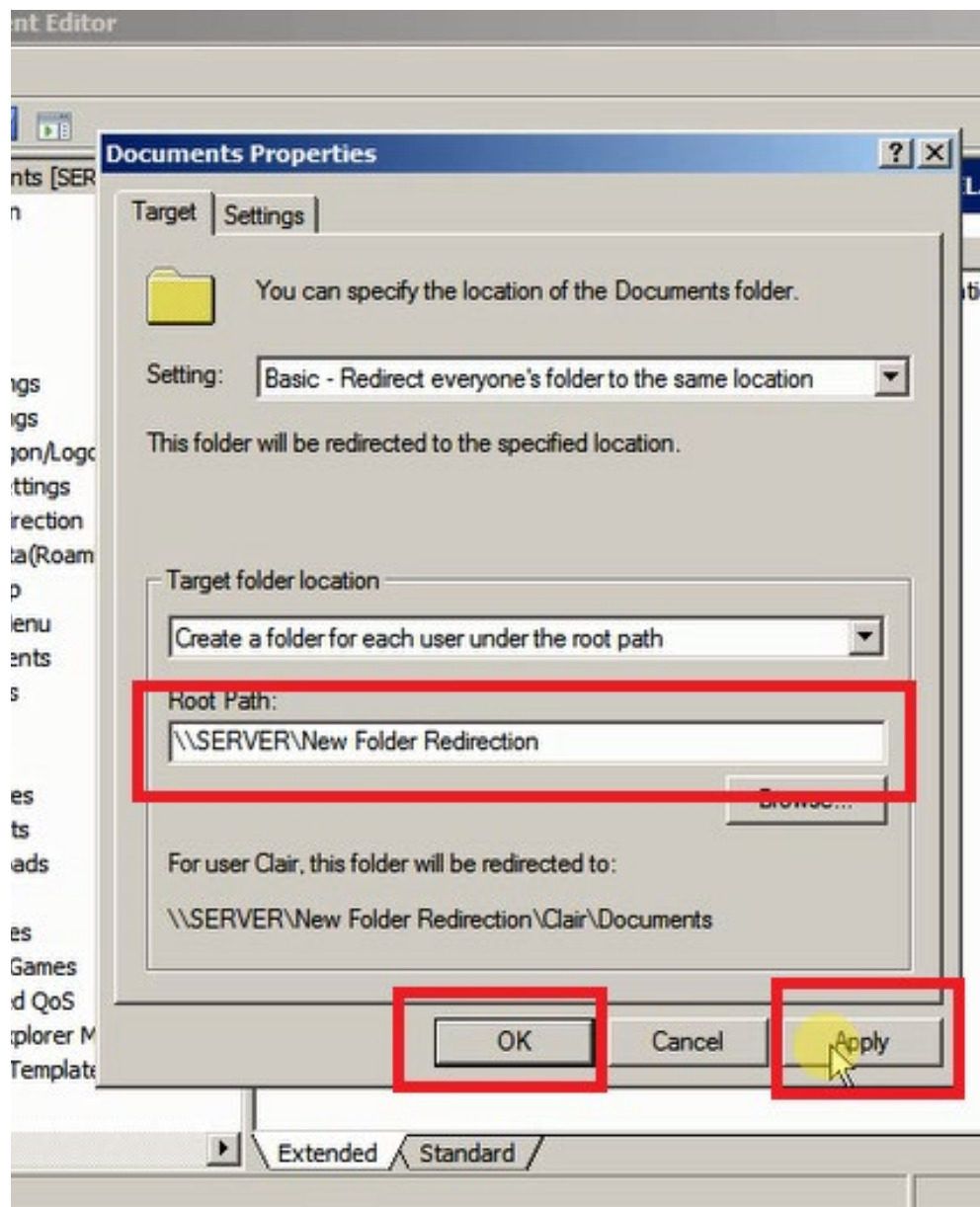



Image 15: Network Path

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16. Warning dialog box will appear just click **Yes** to continue.

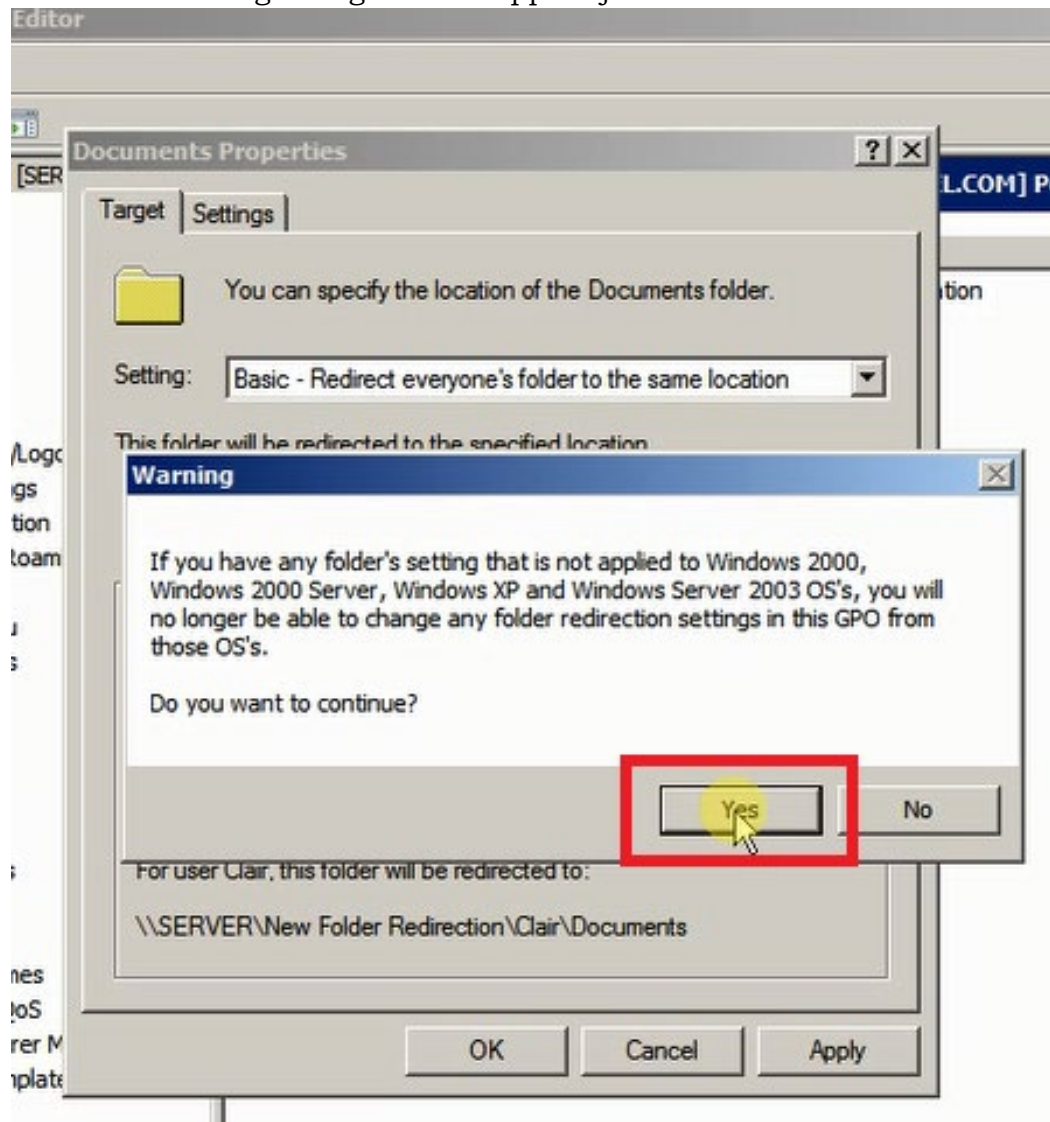



Image 16: Warning dialogue box

After closing the warning message box, close your **Group Policy Management Editor** then proceed to next step.

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17. Open your command prompt. Press **windows + r** then type **CMD** then press **Enter** key in your keyboard. In your command prompt type **gpupdate /force** then wait for a moment. You can also try **Image 17.2** for alternative method

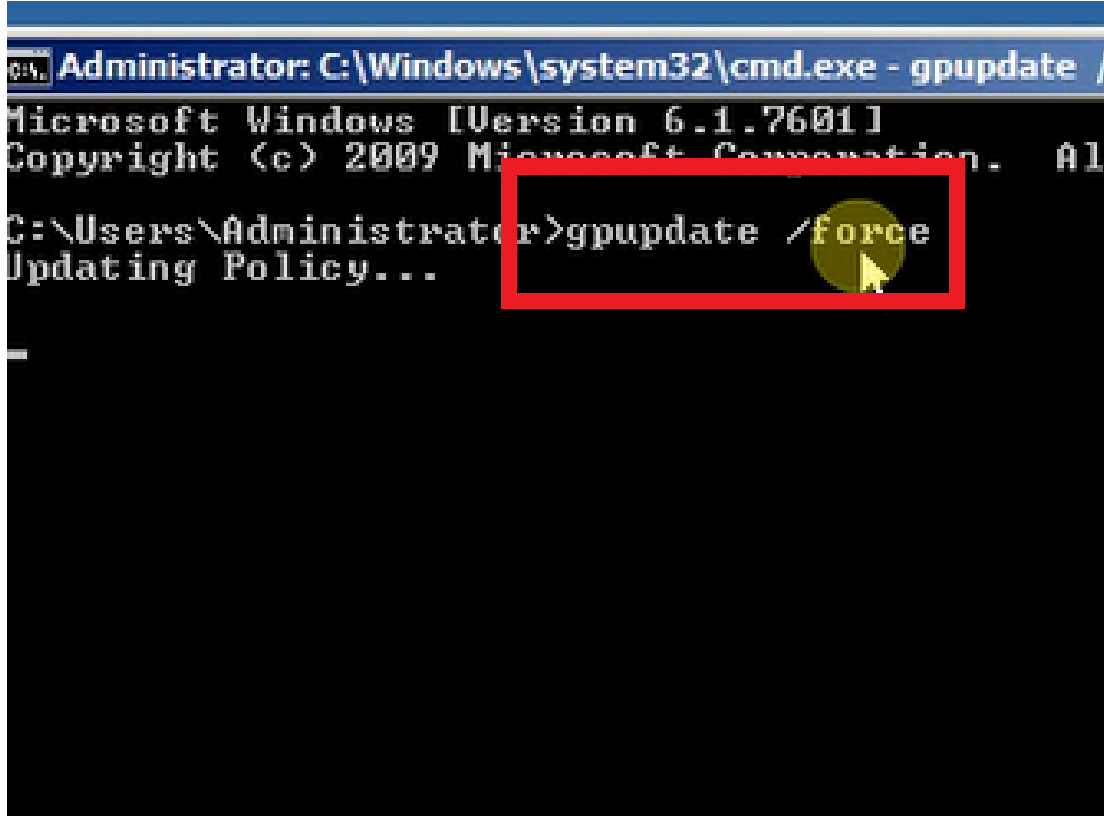


Image 17.1: Exexcuting **gpupdate /force** using command prompt

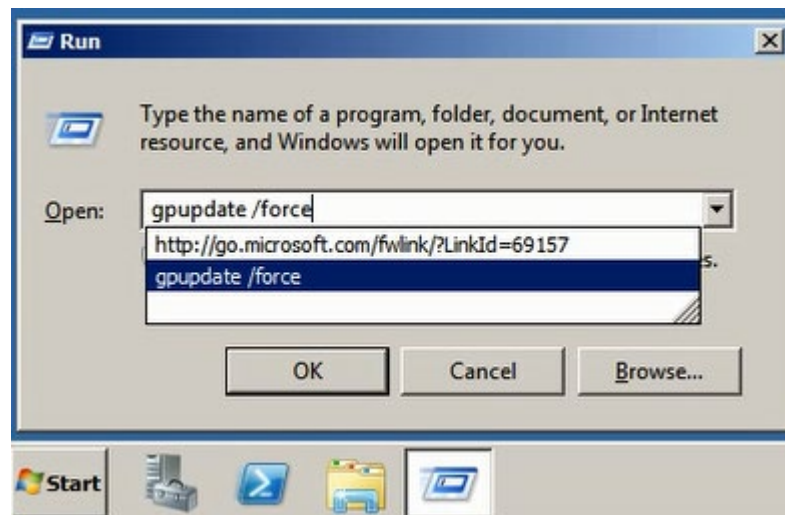



Image 17.2: Exexcuting **gpupdate /force** using command prompt

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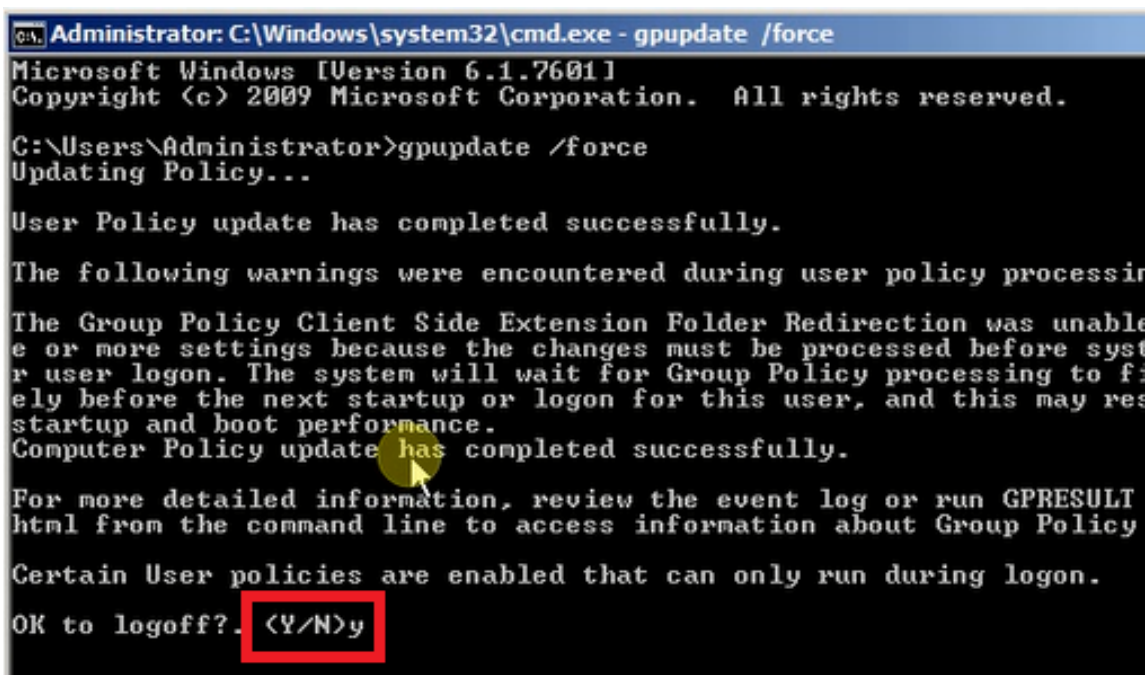
18. After excuting gpupdate /force command there will be a warning texts appeared in your command prompt. Read carefully the warning then type **Y** to Log off your machine.

### Why do we need to log off the machine?

We need to log off our machine in order to apply the configured policy.

### Requisites and Application

Do this first in your Computer Server then log off your server, do the samething in your connected clients.



```
Administrator: C:\Windows\system32\cmd.exe - gpupdate /force
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\Administrator>gpupdate /force
Updating Policy...

User Policy update has completed successfully.

The following warnings were encountered during user policy processing:

The Group Policy Client Side Extension Folder Redirection was unable to
apply one or more settings because the changes must be processed before system
user logon. The system will wait for Group Policy processing to finish
completely before the next startup or logon for this user, and this may result in
degraded startup and boot performance.

Computer Policy update has completed successfully.

For more detailed information, review the event log or run GPRESULT /x
html from the command line to access information about Group Policy.

Certain User policies are enabled that can only run during logon.

OK to logoff? <Y/N>y
```

Image 18: Logging off the Machine



## TESTING CONFIGURED REDIRECTION

19. Open your configured redirection folder (e.g. **New Folder Redirection**) in your windows server 2008 R2 OS

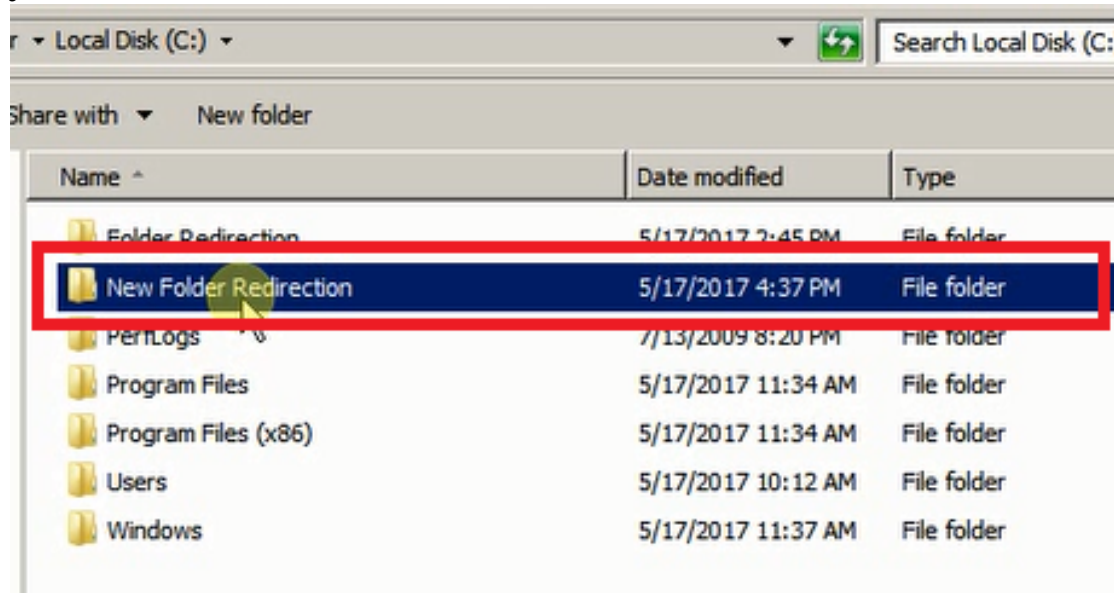


Image 19: Open folder assigned for redirection

20. Open the user's folder, it usually named after the name of the user logged in a machine (e.g. itsmeismael).

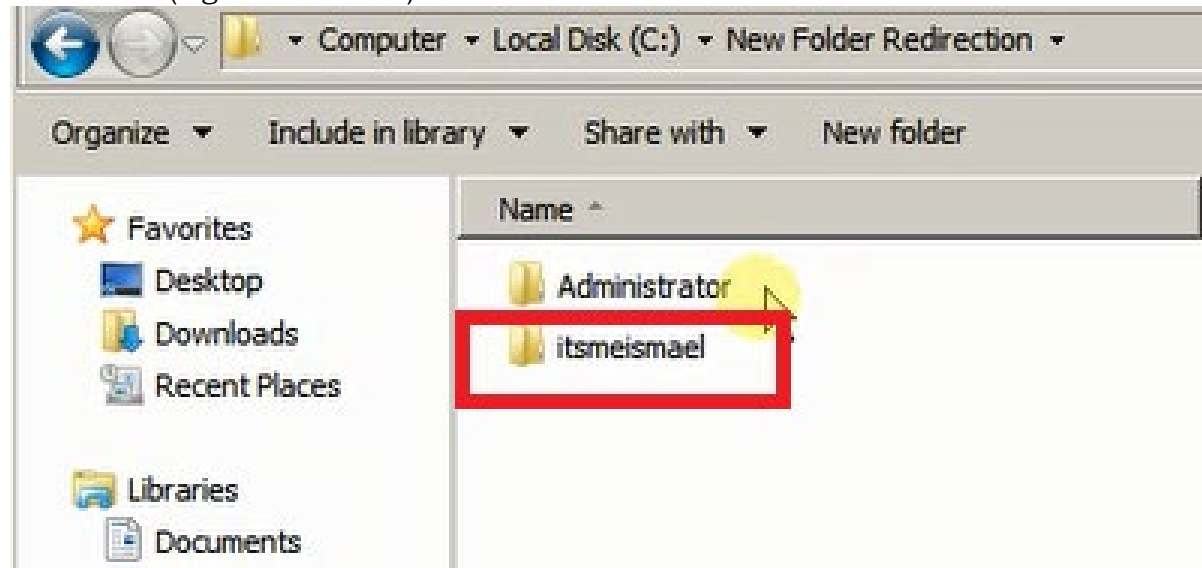


Image 20: User's Folder

21. Open your redirected folder (**Document**).

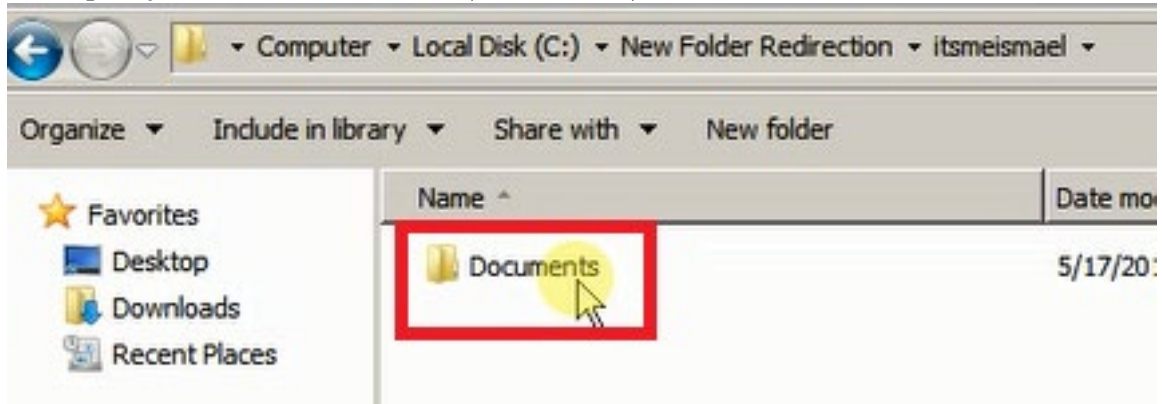


Image 21: User's redirected folder

22. We cannot open the redirected folder by default. The permission dialogue box will appear then click **continue** to grant ownership for this folder.

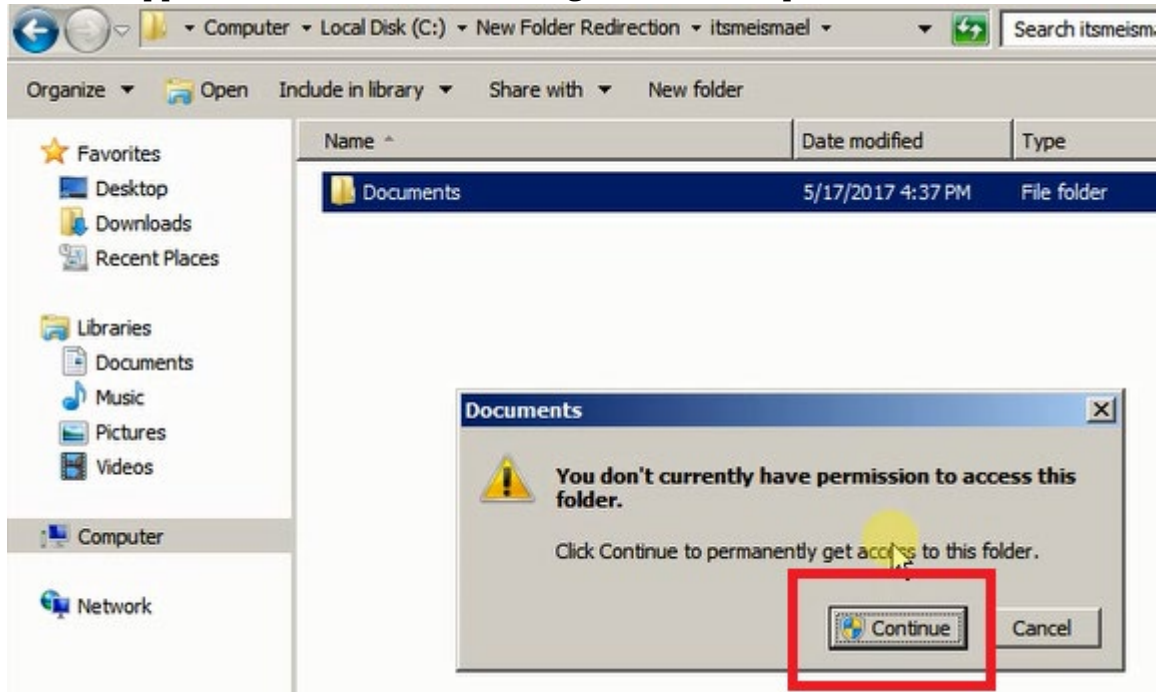



Image 22: Permission Setting

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23. To take ownership for this folder just click **security tab** then proceed to next procedure.

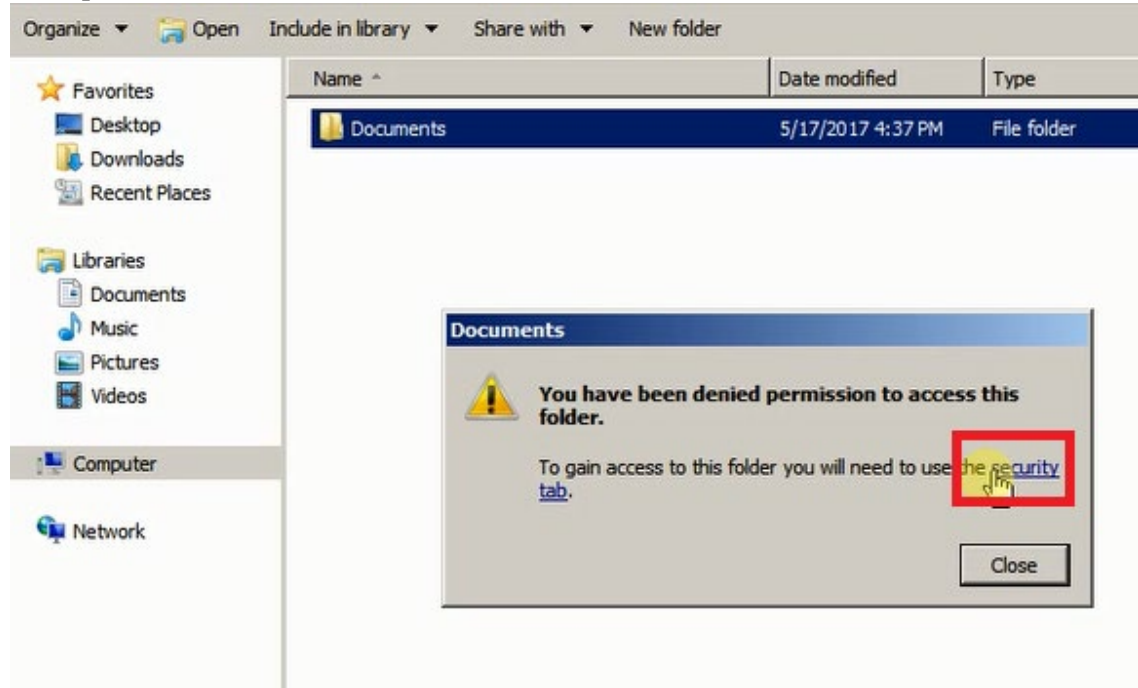


Image 23: Accessing Security tab

24. Click continue

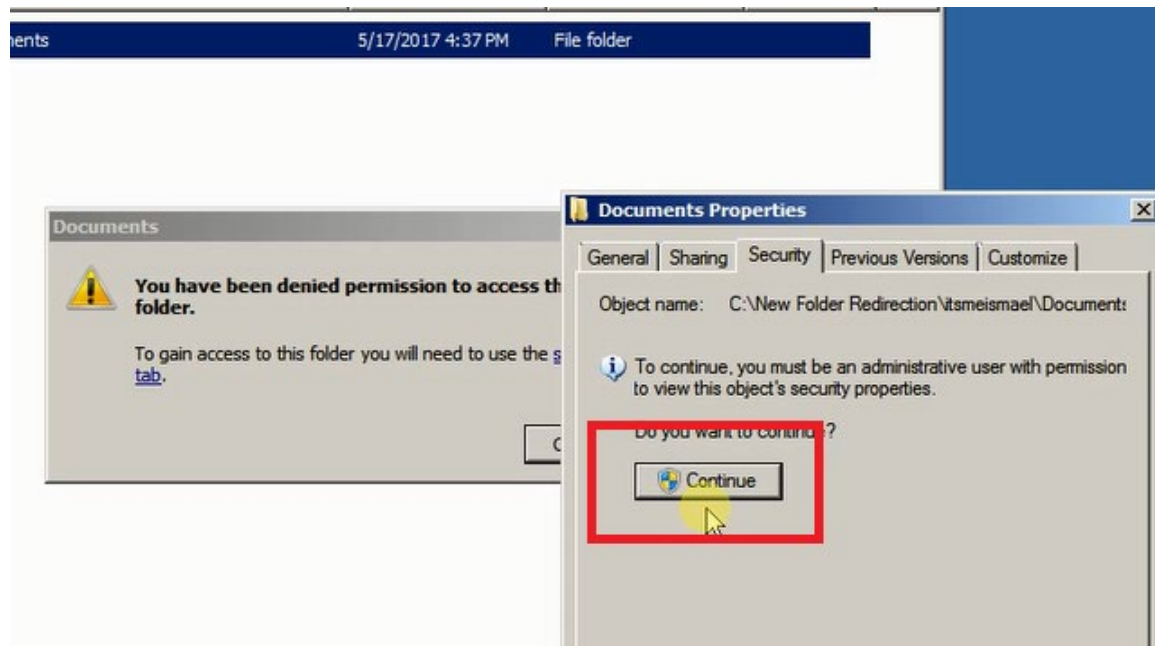



Image 24: Document properties

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25. Click **other users or group**

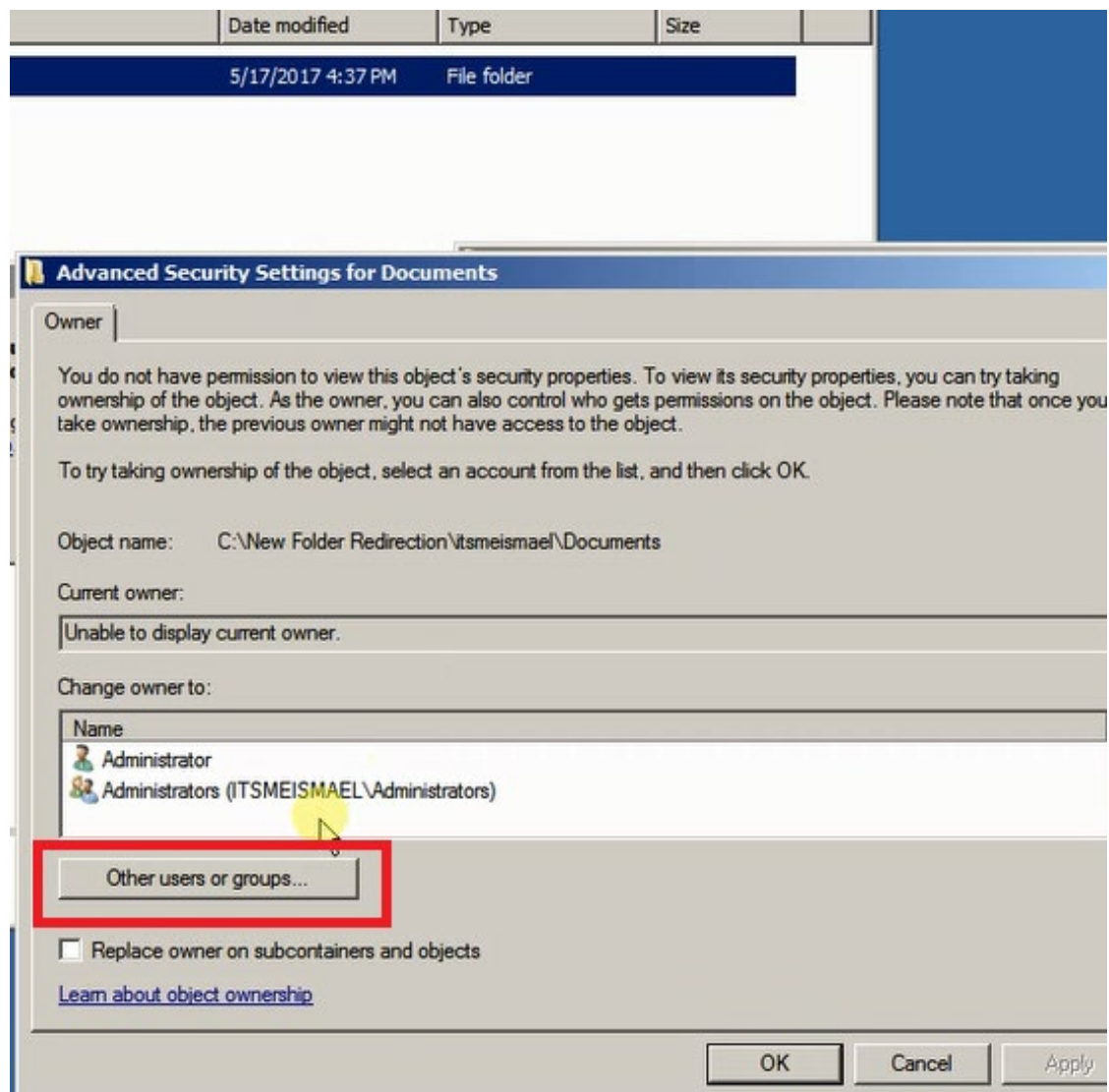


Image 25: Advanced security setting for Documents

26. Type **Everyone** in **Enter the object name to select** then click **Check Names** Click OK.

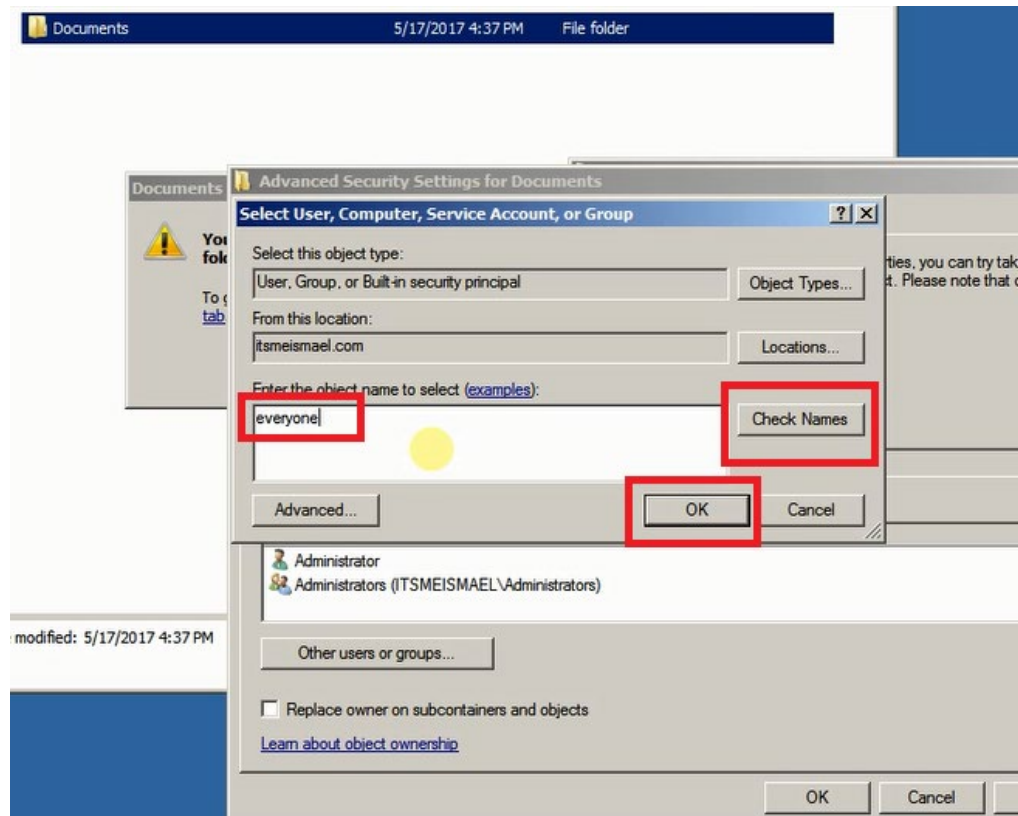



Image 26: Select Users

**Note:** In this method I used “**Everyone**” permission. Using “Everyone” permission level is strongly not recommend for the network that implements high level of security measure. You can use your domain restrictions and security groups or any equivalent privileges that you need within your enterprise network.

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## 27. Check Replace owner on sub container and objects

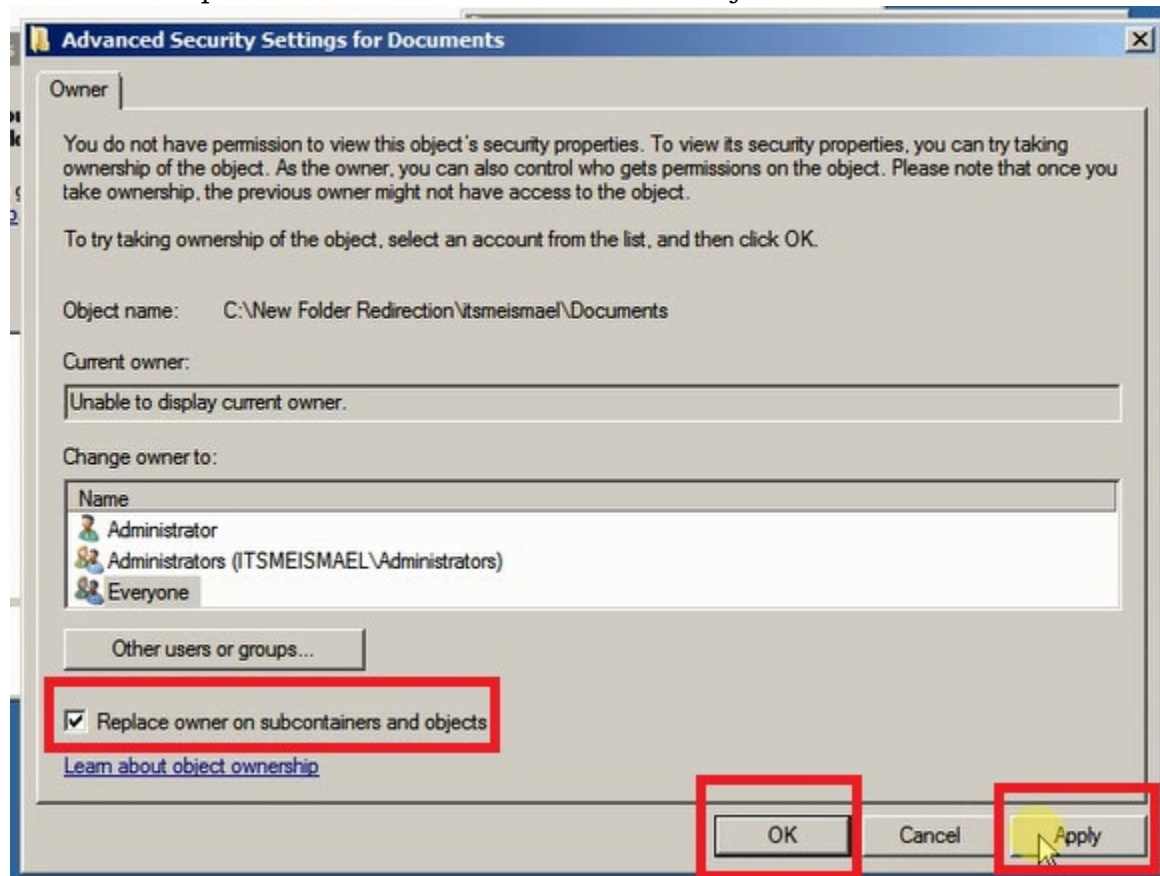


Image 27: Ownership



28. Granting permission. Click yes to continue

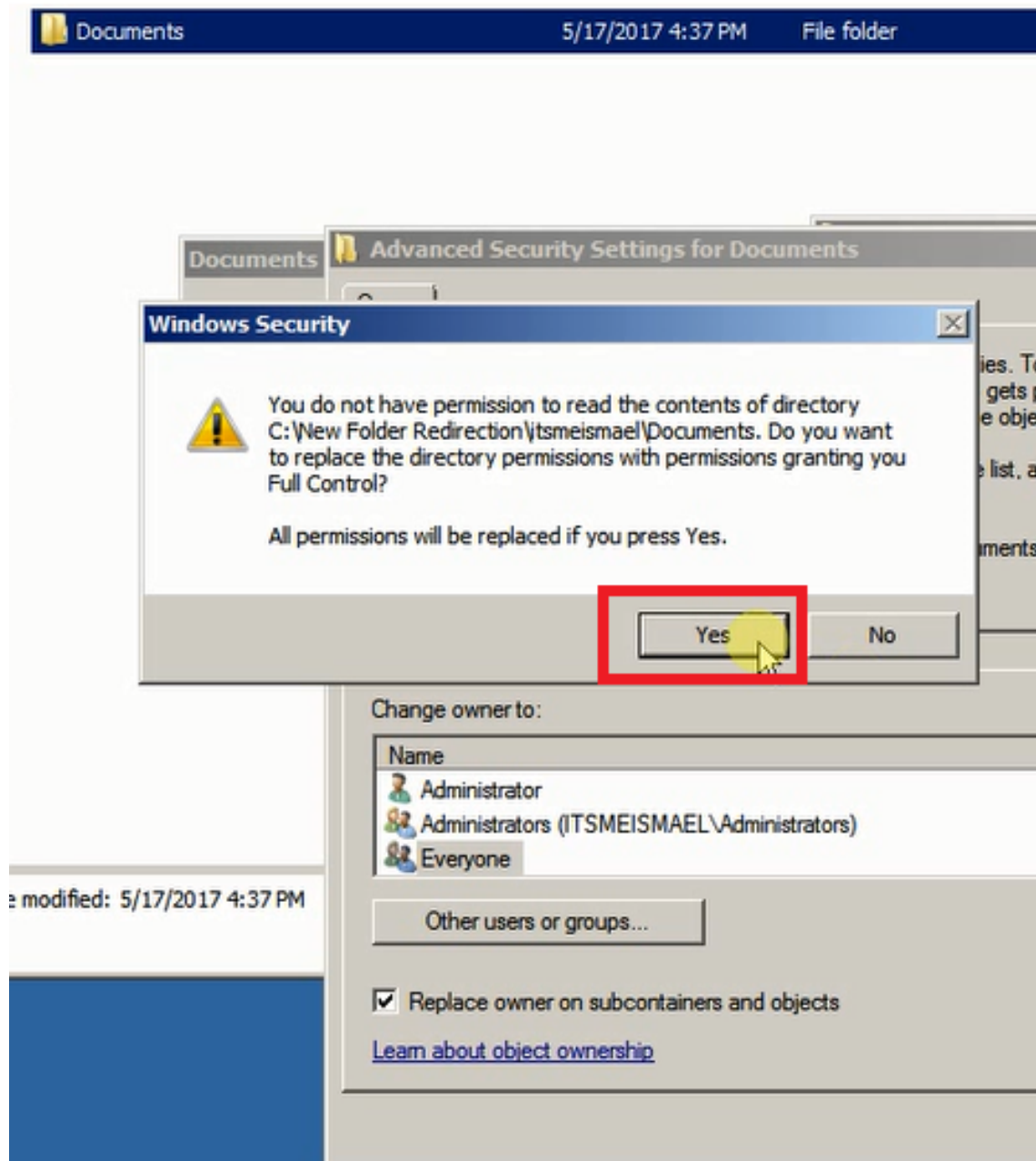



Image 28: Windows Security message

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29. Click Ok

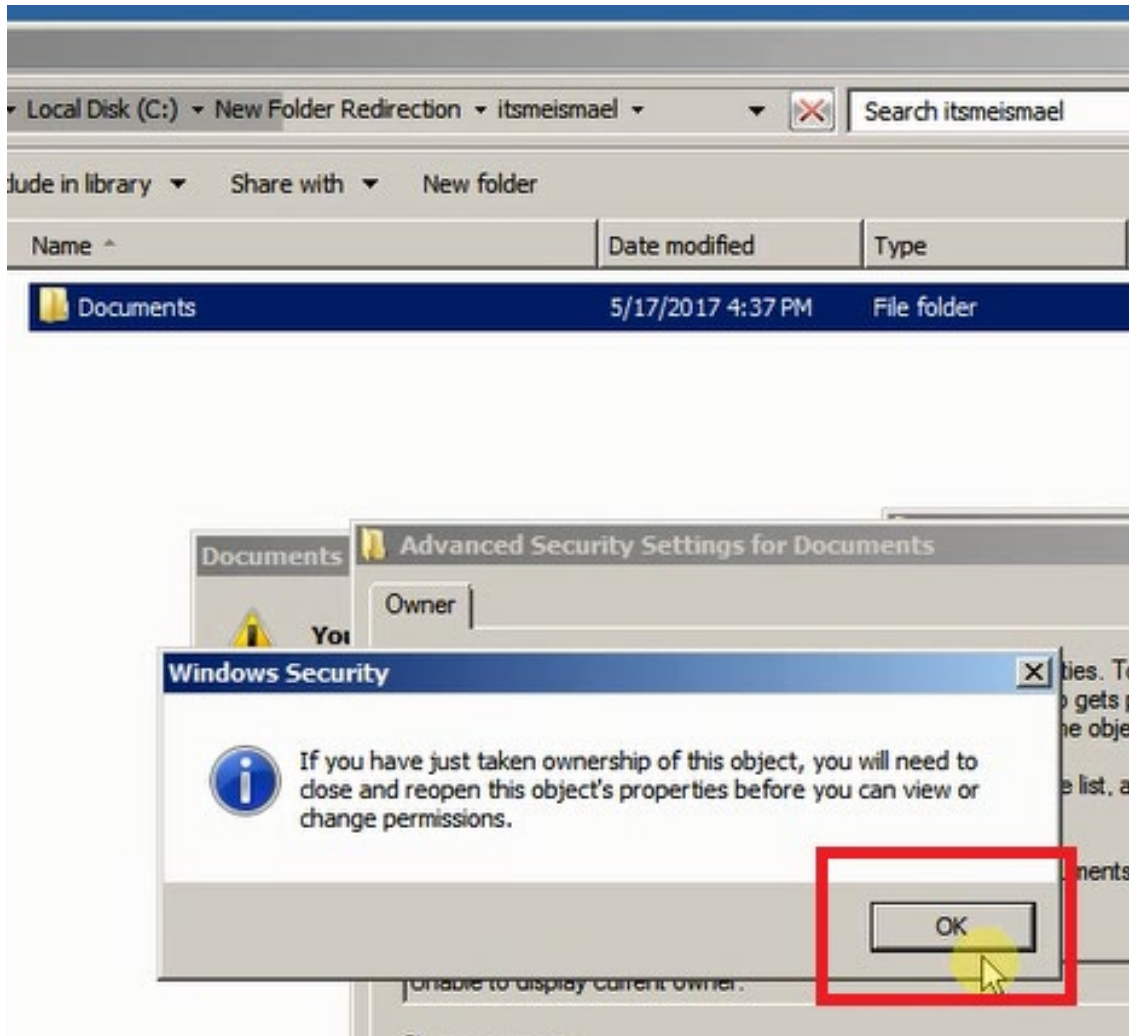



Image 29: Accepting ownership permission

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30. Click OK

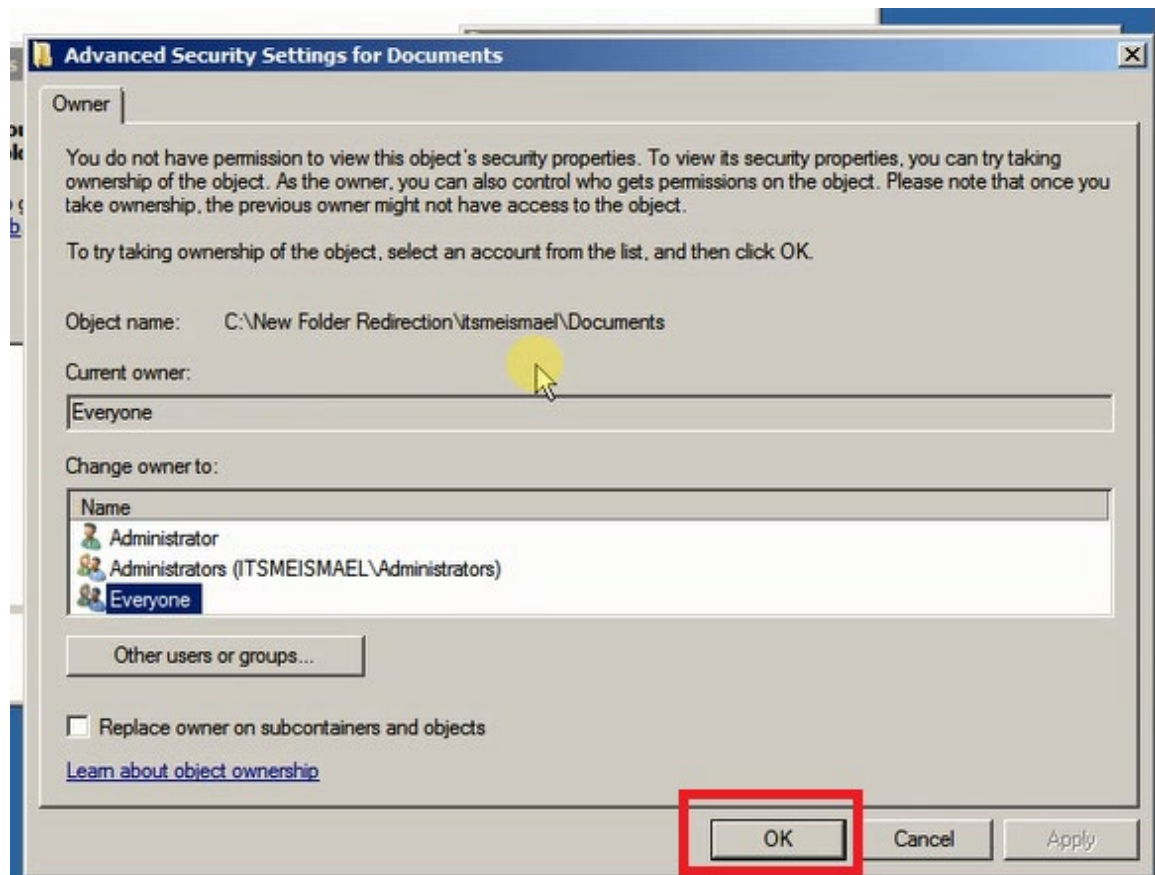



Image 30: Advance Security Setting for Documents

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31. Click Close

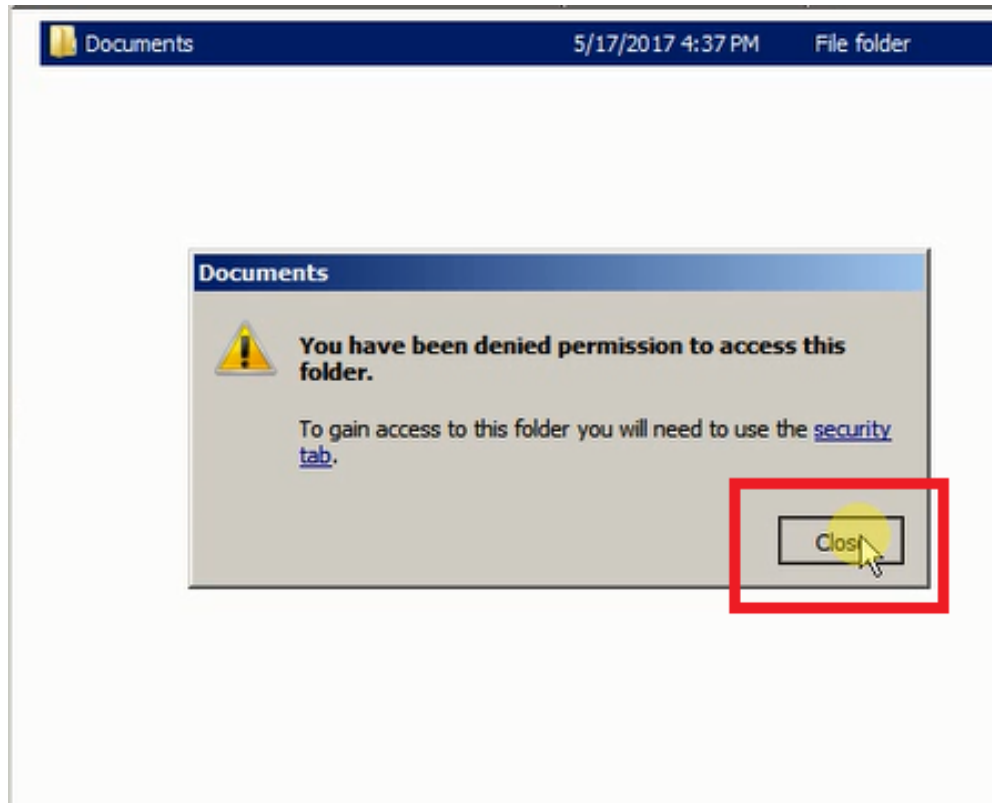



Image 31: Closing the dialogue box

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32. Open your client computer (eg. Windows 7) then click your redirected folder. Put some files or create some folder then go back to your server.

Note: Redirected folder is a folder that pertains to specific configured folder inside our server. **See step no. 12**

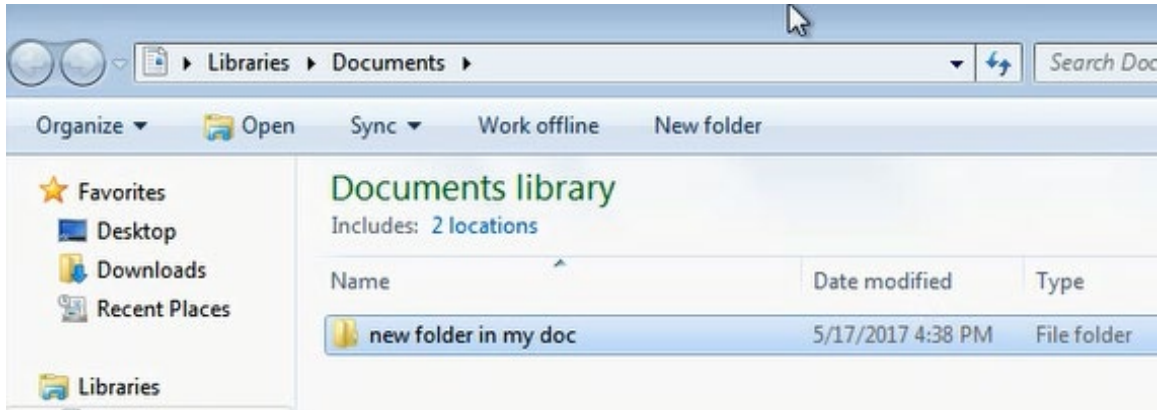


Image 32: Windows Document

33. Open your redirected folder that resides in your server (Windows Server 2008 R2) then see the result.

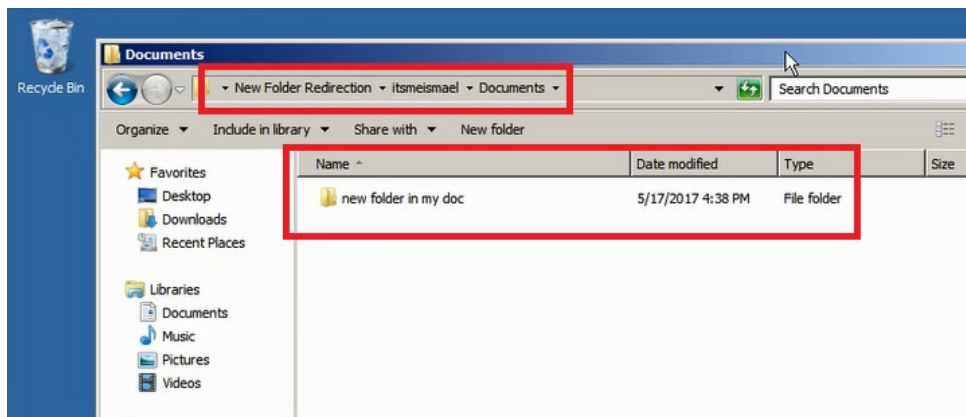



Image 33: Showing redirected folders

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## TASK SHEET 3.1-6

**Title:** Install active directory

**Performance Objective:** Given are the following materials, you should be able to redirect files or folder from client to server. Allotted time 30 minutes.

**Supplies/Materials :**

**Equipment :** Computer with Windows Server 2008 R2

**Prerequisites:** Installed and configured active directory

**Steps/Procedure:**

1. Read information sheet 3.1-6 Folder Redirection
2. Create a redirected folder in the server

*Where:*

*Folder name = Home Folder*


*Shared Accessibility = Domain Users or Everyone*

**Requirements:**

Client 1 (Windows 7) and client 2 (windows 10) can save files from the redirected folders and retrieve files using any clients that connected to the domain (e.g. css.com).

**Assessment Method:**

Demonstration, Observation

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### Performance Criteria Checklist 3.1-6


CRITERIA	YES	Grade Point Equivalent <i>Highest Possible Score = 5</i> <i>Lowest Possible Score = 0</i>	NO
<b>Did the trainee...</b>			
1. Created and configured home folders for all connected clients?			
2. Enabled the capability to modify files, where ever the domain users log in any workstations that connected to the existing domain?			
3. Applied and performed 5s and OHS?			

**Trainee's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

During the performance of the task, did you consider the following criteria?

Feedback

<b>Total Points</b>	
<b>Total Items</b>	

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Signature of the Trainee/Learner	
Signature of the Trainer	

### Grade Point Equivalent

The table shows the equivalent points that are used and show how they are calculated to determine the grade point average (GPA), or index.

The highest equivalent points that trainer can give is 5 points per criterion and the lowest is 0. If the trainee/learner accumulate scores with below two (2) *grade point equivalent*, she/he needs to retake the whole given task.

Grade Point Equivalent	Explanation
5	Excellent
4	Very Good
3	Good
2	Average
1	Poor
0	Failure

## REFERENCES

<https://www.howtogeek.com/99323/installing-active-directory-on-server-2008-r2/>

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<https://www.eit.edu.au/cms/resources/books/practical-tcp-ip-and-ethernet-networking-for-industry>

<https://social.technet.microsoft.com/Forums/systemcenter/en-US/ee86aff3-d760-4fa8-b869-0ccf0725efac/how-to-configure-folder-redirection-for-some-users>

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